

## Notice of Meeting:

I hereby give notice that an ordinary meeting of Strategy & Policy Committee will be held on:

**Date:** Tuesday 3 May 2016  
**Time:** 1:30pm  
**Meeting Room:** Council Chamber  
**Venue:** Municipal Building, Garden Place, Hamilton

Richard Briggs  
Chief Executive

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## Strategy & Policy Committee OPEN AGENDA

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### Membership

|                    |   |
|--------------------|---|
| Chairperson        | Cr A O'Leary  |
| Deputy Chairperson | Cr A King   |
| Members            | Her Worship the Mayor J Hardaker<br>Cr G Chesterman<br>Cr M Forsyth<br>Cr M Gallagher<br>Cr K Green<br>Cr D Macpherson<br>Cr G Mallett<br>Cr R Pascoe<br>Cr L Tooman<br>Cr E Wilson<br>Cr P Yeung |

**Quorum:** A majority of members (including vacancies)

**Meeting Frequency:** Six weekly

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Brendan Stringer  
Committee Advisor  
**27 April 2016**  
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**Terms of Reference:**

- To develop and recommend strategies, plans and policies to the Council that advance the Council's vision and goals, and comply with the purpose of the Local Government Act.
- To monitor implementation and effectiveness of strategies, plans and policies.
- Develop and recommend bylaws to the Council.
- Develop and approve submissions to government, local authorities and other organisations.

**Power to act:**

- Recommend all strategies, policies and plans.
- Approve all submissions made by Hamilton City Council to other Councils, central government and other bodies.
- Recommend reserve management plans.
- In relation to bylaws, approve for consultation and consider submissions.

**Power to recommend:**

- Bylaws to Council.
- Strategies, policies and plans.
- Reserve management plans.

**Sub-committees:**

This Committee will be supported in its work by the:

- Civil Defence and Emergency Management Sub-committee.
- Community Forum Sub-committee.
- Business and Investment Sub-committee.
- Hearings Sub-committee.

Matters may be referred to this Committee from the:

- Event Sponsorship Sub-committee.
- External Funding Sub-committee.
- Council Controlled Organisations (CCO) Sub-committee.

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**1 Apologies**

**2 Confirmation of Agenda**

The Committee to confirm the agenda.

**3 Declaration of Interest**

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as an elected representative and any private or other external interest they might have.

**4 Public Forum**

As per Hamilton City Council's Standing Orders, a period of up to 30 minutes has been set aside for a public forum. Each speaker during the public forum section of this meeting may speak for three minutes or longer at the discretion of the Chair.

Please note that the public forum is to be confined to those items falling within the terms of the reference of this meeting.

Speakers will be put on a Public Forum speaking list on a first come first served basis in the Council Chamber prior to the start of the Meeting. A member of the Council Democracy Team will be available to co-ordinate this. As many speakers as possible will be heard within the allocated time.

If you have any questions regarding Public Forum please contact Democracy by telephoning 07 838 6772.

**Committee:** Strategy & Policy Committee      **Date:** 03 May 2016

**Report Name:** Strategy and Policy Committee      **Author:** Brendan Stringer  
 Open Minutes 22 March 2016

|               |             |
|---------------|-------------|
| <b>Status</b> | <i>Open</i> |
|---------------|-------------|

## Recommendation

That the Committee confirm and adopt as a true and correct record the Open Minutes of the Strategy and Policy Committee Meeting of 22 March 2016.

### 1. Attachments

2. Attachment 1 - Strategy and Policy Committee Open Minutes 22 March 2016

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## Strategy & Policy Committee

### OPEN MINUTES

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Minutes of a meeting of the Strategy & Policy Committee held in Council Chamber, Municipal Building, Garden Place, Hamilton on Tuesday 22 March 2016 at 1:30pm.

#### PRESENT

|                    |                                  |
|--------------------|----------------------------------|
| Chairperson        | Cr A O’Leary                     |
| Deputy Chairperson | Cr A King                        |
| Members            | Her Worship the Mayor J Hardaker |
|                    | Cr G Chesterman                  |
|                    | Cr M Forsyth                     |
|                    | Cr M Gallagher                   |
|                    | Cr K Green                       |
|                    | Cr D Macpherson                  |
|                    | Cr G Mallett                     |
|                    | Cr L Tooman                      |
|                    | Cr E Wilson                      |
|                    | Cr P Yeung                       |

|               |   |
|---------------|---|
| In Attendance | Richard Briggs – Chief Executive  |
|               | Sean Hickey – General Manager Strategy & Communications                       |
|               | Lance Vervoort – General Manager Community                                    |
|               | Kelvyn Eglinton – General Manager City Growth                                 |
|               | Chris Allen – General Manager City Infrastructure                             |
|               | Sean Murray – Director H3 & Events  |
|               | Sally Sheedy – Parks and Open Spaces Manager                                  |
|               | Cherie Meecham – Waikato Museum Director                                      |
|               | Chris Barton – Project Development Manager                                    |
|               | Helen Paki – Community Group Business Manager                                 |
|               | Councillor Jane Hennebry – Waikato Regional Council                           |
|               | Councillor Lois Livingstone – Waikato Regional Council                        |
|               | Neville Williams – Director Community & Service, Waikato Regional Council     |
|               | Ed Brown – Monitoring, Science and Strategy Manager, Waikato Regional Council |
|               | Jeanette Fitzsimmons – Chairperson, Sustainability Advisory Panel             |
|               | Dr Wayne Cartwright – Member, Sustainability Advisory Panel                   |
|               | Annie Perkins – Member, Sustainability Advisory Panel                         |

|                    |                              |
|--------------------|------------------------------|
| Committee Advisors | Mr B Stringer and Mrs J Pani |
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## 1. Apologies

**Resolved:** (Crs O'Leary/Mallett)

That the apologies from:

- a) Councillor Pascoe; and
  - b) Councillors Chesterman, Gallagher and Wilson (lateness),
- be received and accepted.

It was noted that Councillor Chesterman was attending an event in a civic capacity, and that Councillor Tooman would leave the Meeting early to represent the Committee at a Council event.

## 2. Confirmation of Agenda

**Resolved:** (Crs O'Leary/Yeung)

The Committee to confirm the Agenda, subject to:

- a) Item 9 (*Sustainability at Hamilton City Council*) being presented immediately after Item 6 (*Strategy and Policy Committee Open Minutes*); and
- b) A new Item 16 – *Ruakura Trees* – to be presented immediately before Item 15 (*Resolution to Exclude the Public*).

## 3. Declarations of Interest

No members of the Committee declared a Conflict of Interest.

## 4. Public Forum

- **Graham Jamieson**, represented the Excite Trust and spoke in relation to Item 8 (*Waikato Museum Strategic Plan* ('the Strategic Plan')). He expressed concern that the draft Strategic Plan lacked specifics, particularly in relation to expected income and expenditure. Mr Jamieson also suggested there should be a stronger connection to education requirements.
- **Steve Schoultz**, spoke in relation to Item 9 (*Sustainability at Hamilton City Council*); a written summary of his presentation was circulated to Committee Members present. Mr Schoultz emphasised that significant change was required to establish a sustainable future, which would need more than a set of guiding principles as proposed in the staff report.
- **Robert Moore**, represented the Waikato Environment Centre ('the Environment Centre'), and spoke in relation to Item 9 (*Sustainability at Hamilton City Council*). Mr Moore stated that the Centre fully supported an overall sustainability framework, with measures and accountability, and would welcome the opportunity to work with Council.
- **Veitomoni Siufenga**, represented the Environment Centre; he spoke in relation to Item 9 (*Sustainability at Hamilton City Council*) and the impact of climate change on the Pacific Islands.
- **Katherine Hay**, Chairperson of Waikato Forest & Bird Association and Trustee at the Environment Centre, spoke in relation to Item 9 (*Sustainability at Hamilton City Council*). Miss Hay believed there

was a lack of commitment by Council to sustainability issues and was wary of replacing the Sustainability Strategy with general principles without strong measures being incorporated.

- **Camilla Carty-Melis**, represented Professor Bruce Clarkson who was not able to attend the Meeting. Miss Carty-Melis noted that the development of sustainability principles alone was insufficient; measurable key performance indicators and financial support was also necessary. It was strongly advocated that advice from experts be taken on board.

Councillor Wilson arrived during Item 4 (1:42pm).

## 5. Waikato Regional Council Annual Plan

Councillor Jane Hennebry and Mr Neville Williams, Director Community & Services, supported by Ed Brown, Monitoring, Science and Strategy Manager, all representing Waikato Regional Council ('WRC'), spoke to WRC's 2016/17 Annual Plan. Copies of WRC's Consultation Document and presentation were provided to Committee Members present.

The WRC representatives highlighted, and responded to questions on, the following points:

- **Regional Services Fund ('the Services Fund')**
  - i. The Services Fund would support three key charities – Surf Lifesaving, the Coastguard and Rescue Helicopters; it was proposed that it would be funded on a per-property rate across the region. This would eliminate the need for such organisations to approach each Waikato local authority, separately, to seek financial assistance.
  - ii. Three options were included in WRC's Consultation Document. It would be possible for the Services Fund to cover additional emergency service providers in the future.
  - iii. \$60,000 from the current financial year's WRC rates went to support the noted charities; the intention was to establish a more equitable funding arrangement across all regional ratepayers. The impact on Hamilton ratepayers was discussed.

The Chairperson confirmed that Council's Finance Committee had, in principal, previously resolved to support the establishment of a Services Fund.

- **Water Take Consent Charges**
  - i. WRC were seeking feedback on three options on charges levied on fresh water take consent holders to cover WRC's environmental monitoring costs. Option 2, as detailed in the Consultation Document, was WRC's preferred option. Each option would equate to an overall reduction to Hamilton City Council as compared to the 2015/16 charge.
  - ii. A differential charge for irrigation of dairy farms was not catered for in the Consultation Document. Representatives from the dairy industry had requested a reduced charge to take account of the decreased use of water by dairy farms in the winter months.
  - iii. Under the Resource Management Act, WRC was not able to charge a sector or industry more on the basis that they financially benefitted from their water take.
- **Tauhei Flood Protection Project**

An overview of the proposed funding for the Tauhei Flood Protection Project was provided.
- **Rates Decrease**

It was clarified that the proposed 1.3% decrease in rates for the 2016/17 year was an average; some properties would incur increased rates to account for higher property values.

Councillor Gallagher arrived during discussion on Item 5 (2:05pm).

The Committee discussed whether to proceed with a submission on the WRC 2016/17 Annual Plan and the process and content of such a submission.

**Resolved:** (Her Worship the Mayors Hardaker/King)

That:

- a) the report be received; and
- b) staff prepare a submission for discussion at the 31 March 2016 Council meeting supporting:
  - Regional Services Fund Option 2; and
  - Water Take Consent Charges Option 2,
 as presented by the Waikato Regional Council to the 22 March Strategy and Policy Committee meeting.

**Councillor Forsyth dissenting.**

Staff were asked to present a draft submission for Elected Member feedback prior to the 31 March 2016 Council meeting.

## 6. Strategy and Policy Committee Open Minutes 16 February 2016 and 23 February 2016

### Open Minutes - 16 February 2016

The Chairperson referred to page 10 of the Agenda and noted that she had requested Democracy amend the formatting to clearly distinguish the procedural motion from the Amendment (Cr Chesterman/King).

**Resolved:** (Crs O'Leary/Wilson)

That the Committee confirm and adopt as a true and correct record the Open Minutes of the Strategy and Policy Committee Meeting of 16 February 2016, subject to the noted change.

### Open Minutes – 23 February 2016

**Resolved:** (Crs Wilson/O'Leary)

That the Committee confirm and adopt as a true and correct record the Open Minutes of the Strategy and Policy Committee Meeting of 23 February 2016, subject to removing the reference to the Meeting being adjourned immediately prior to its conclusion.

Item 9 was taken immediately after Item 6 to cater for external presenters' availability.

## 9. Sustainability at Hamilton City Council

The Chief Executive spoke to the report and the rationale for the staff recommendations. He introduced Jeanette Fitzsimmons, Dr Wayne Cartwright and Annie Perkins, members of the Sustainability Advisory Panel ('the Advisory Panel'), who presented, and responded to questions on, the following issues:

- **Council's Stocktake Document**

- i. The actions in Council's Sustainability Stocktake, as documented in Attachment 1 in the staff report, lacked focus and clear measurable objectives. This meant Council would not:
  - be able to adequately assess the effectiveness of its actions related to sustainability; or
  - know whether resources were adequately allocated.
- ii. More attention could have been given to the impact that Council strategies had on the public's use of energy, in addition to the detail provided on Council's own utilisation.

- **Significance**

It was suggested that decisions required by Council in relation to sustainability issues should be assessed with 'high significance' given the risks and impact to Hamilton; it was considered critical that the public were consulted on such matters in order to successfully implement sustainability policies and actions.

- **Management Recommendations**

- i. The development of Sustainability Principles, in itself, was insufficient; measurable objectives were required to be aligned with each principle in order for key performance indicators to be framed at a management level.
- ii. Examples of such measures were discussed in the context of recommendations from the Advisory Panel.

- **Water**

- i. If a charge for water consumption was introduced, it would be best to levy a progressively increasing fee in order to reduce waste.
- ii. The Advisory Panel referred to water degradation issues for the Waikato River, caused by discharged stormwater. The General Manager City Infrastructure ('GM City Infrastructure') noted that the Healthy Rivers Plan was intended to address this matter.

The Chief Executive commented and responded to questions on the report:

- **Sustainability Principles**

- i. It was expected that the creation of Sustainability Principles would lead to:
  - greater integration and consistency in consideration of sustainability issues across Council, as had been sought by the Advisory Panel; and
  - data being gathered to identify whether Council was successful in the implementation of the principles. Specific measurable objectives could then be developed.
- ii. Staff would work with the Advisory Panel to craft the Sustainability Principles. Dr Cartwright noted that the Terms of Reference for the Advisory Panel would require amendment to enable such involvement.

- **Stocktake Report**

A stocktake report would be presented to Council on an annual basis.

- **Financial and Resourcing Implications**

The estimated staff time to complete the initial stocktake reflected that it was the first time such work was undertaken.

- **Sustainability Initiatives**

Staff were asked to review why Council no longer supported Earth Hour and 'No Car' initiatives and whether these could be re-established.

A copy of the Sustainability Advisory Panel's presentation was circulated to the Committee Members present.

The Chairperson thanked the Advisory Panel Members for their attendance and contribution to the Meeting.

**The Meeting adjourned from 4pm to 4:15pm.**

Councillor Tooman left the Meeting (4:15pm) during the adjournment on Item 9 to attend a Council event.

**Motion:** (Crs Macpherson/Gallagher)

That:

- a) the report be received;
- b) staff, with advice from the Sustainability Advisory Panel, develop a set of sustainability principles to be considered across all Council activities and that such principles are reported back to the Strategy and Policy Committee in June 2016; and
- c) staff conduct an annual stocktake in December each year to inform Council on progress in the area of sustainability.

**Amendment:** (Crs Mallett/Green)

That:

- a) the report be received;
- b) the Sustainable Hamilton Strategy is retired;
- c) staff develop sustainability principles which prioritise the interests and needs of the citizens, residents, businesses and community organisations of Hamilton and that those principles are reported back to the June 2016 Strategy and Policy Committee Meeting for adoption; and
- d) staff report on performance against these principles in December every year.

**Those for the Amendment:** Councillors King, Green, Mallett and O'Leary

**Those against the Amendment:** Councillors Gallagher, Wilson, Forsyth, Yeung, Hardaker and Macpherson

**The Amendment was declared lost. The Motion was then put.**

**Resolved:** (Crs Macpherson/Gallagher)

That:

- a) the report be received;
- b) staff, with advice from the Sustainability Advisory Panel, develop a set of sustainability principles to be considered across all Council activities and that such principles are reported back to the Strategy and Policy Committee in June 2016; and
- c) staff conduct an annual stocktake in December each year to inform Council on progress in the area of sustainability.

**Councillors Mallett and King dissenting.**

## 7. Community Occupancy Policy Implementation Update

The General Manager Community ('GM Community') and Parks and Open Spaces Manager highlighted, and responded to questions on, the following matters:

- **Interim Occupancy Agreements**
  - i. 11 community occupancy agreements had expired and the arrangements continued on a monthly basis; staff expected they would report to the Finance Committee by the end of 2016 on the relevant applications for these properties. It was noted that the original agreements had expired at different times since the Community Occupancy Policy ('the Policy') was implemented.
  - ii. There were various reasons that contributed to the delay in completion of some of these arrangements, including awaiting more certainty on planning processes that were in progress or final concepts from applicants.

- **Rental Charges**  
Staff expected full rentals to be paid under all community occupancy agreements by the end of 2016.
- **Exceptional Circumstances**
  - i. The criteria to satisfy exceptional circumstances for a lower rental than stipulated in the Policy were outlined. The GM Community was delegated to determine such applications.
  - ii. Staff would work with community organisations that applied for rental subsidies to assess other options, including sharing premises with other groups.
- **Financial and Resourcing Implications**
  - i. Prior to the commencement of the Policy, there was a 0.5 Full Time Equivalent staff member dedicated to community occupancies; other staff were also engaged with community groups on that matter at that time.
  - ii. The administration costs of \$71,724, as noted in paragraph 28 of the report, comprised direct costs such as salary, IT and legal expenses. Overhead costs in relation to staff were not included.

**Resolved:** (Her Worship the Mayor Hardaker/Cr Forsyth)

That the report be received.

Councillor Forsyth retired from the Meeting at the conclusion of Item 7 (4:58pm) and took part in the voting.

## 8. Waikato Museum Strategic Plan

The GM Community and Waikato Museum Director highlighted the summary of feedback received on the draft Waikato Museum Strategic Plan ('the Strategic Plan'), as detailed in Attachment 2 of the staff report. They commented and responded to questions on the following points:

- **Rebranding**  
A Council briefing was to be scheduled to discuss the Museum's branding, which would include its cost implications.
- **Public Feedback**  
Feedback was supportive on the mix of exhibitions and local stories displayed.
- **Objectives and Measures**
  - i. Projections of financial measures were not usually included in strategic plans; they would be addressed in Annual Plan and Long Term Plan discussions.
  - ii. Once the detail in relation to each action was determined, targets would be reported to Council through the Finance Committee's monitoring report.
- **Strategic Stakeholders**  
The Strategic Plan contemplated an inter-disciplinary group to advise on presentation of collections and exhibitions. There would also continue to be a strong relationship with the Friends of Waikato Museum body and other key organisations.

- **Financial Implications**

- i. Actions that were outside existing budgets would be considered as part of Annual Plan and Long Term Plan reports. The purpose of the Strategic Plan was to provide direction to the future of the Museum, which was consistent with the approach taken with other strategic documents adopted by Council.
- ii. From 2016/17, Council would contribute \$50,000 per annum towards acquiring collections and artifacts.
- iii. Many of the actions would involve a reallocation of resources within current budgets.

**Resolved:** (Her Worship the Mayors Hardaker/O'Leary)

**Recommendation to Council**

That:

- a) the report be received;
- b) the proposed Waikato Museum Strategic Plan be adopted; and
- c) a briefing on the rebranding of the Waikato Museum be scheduled before 30 June 2016.

Councillor Chesterman arrived during discussion on Item 8 (5:05pm) and took part in the voting.

Councillors Macpherson (5:20pm) and Wilson (5:28pm) retired from the Meeting during discussion on Item 8 and neither Councillor took part in the voting.

## 10. Wairere Drive/Cobham Drive Pedestrian and Cycle Bridge Design

The GM Infrastructure, supported by the Project Development Manager, spoke to the report and noted a change to the Recommendation from Management in that a new sub-paragraph (c) be included as follows to address those issues raised by Elected Members at an earlier briefing:

- c) *That staff report back to the next Strategy and Policy Committee Meeting, to be held on 3 May 2016, on costed options for:*
  - i) *Additional piers and structures to replace embankment;*
  - ii) *Handrail/superstructure detailing work; and*
  - iii) *Colour, lighting, planting.*

Staff discussed, and responded to questions on, the following points:

- **Project Background and Update**

- i. There was discussion on the previous Committee decisions in relation to this matter, including the intersection options that had previously been presented for approval.
- ii. The proposed bridge was integral to the Cobham Drive/Wairere Drive intersection development, the principal purpose of which was to provide a safe crossing point for pedestrians and cyclists. An access point to the Hamilton Gardens was an additional benefit.

- iii. Staff would ask New Zealand Transport Agency ('NZTA') to present a briefing on the proposed Sillary Street underpass, which was to be funded and completed by NZTA.
- iv. Staff suggested a two-stage approach:
  - Approval of the concept design, as attached to the report;
  - Staff to report back on price options in relation to those matters set out in the new recommendation (c).

A copy of the plan attached to the staff report presented to the Committee in July 2015 was tabled to assist with identifying the proposed developments.

- **Access Across Cobham Drive**

The pedestrian passage underneath the Cobham Drive bridge was the only existing means to traverse Cobham drive; the proposed Sillary Street underpass and the bridge, which was the subject of the report, would provide additional crossing points.

- **Budget**

There was sufficient funding within the existing budget for the Cambridge Road to Cobham Drive section to complete the overbridge in accordance with the concept design presented.

- **Wairere/Cobham Intersection**

- i. In relation to concerns expressed in relation to a safe pedestrian crossing on Wairere Drive, immediately prior to the proposed roundabout intersection on Cobham Drive, staff advised that:

- there was no pedestrian or cycle demand located at this point; and
- as the adjoining property was occupied by the Hamilton Light Horse Club, it would not be recommended for pedestrians to access this land.

The planned overbridge would provide the means to traverse Cobham Drive near that intersection.

- ii. Staff would include the feasibility and estimated costs for the completion of an underpass at the intersection in their report to the Committee in May; however, it was noted by the GM Infrastructure that Council had already approved the construction of the overbridge as the safe crossing option for people.

- iii. The speed limit on the sections of Cobham Drive and Wairere Drive connecting to the intersection would be a matter that staff would discuss with NZTA.

- **Concept Design**

Practical issues in terms of maintenance of plants on the overbridge would be worked through, should the concept design be approved.

Her Worship the Mayor retired from the Meeting during discussion on Item 10 (5:50pm) and did not take part in the voting.

**Motion:** (Crs Chesterman/O’Leary)

That:

- a) the report be received;
- b) the concept design for the Cobham Drive pedestrian and cycle overbridge to be constructed as part of the Hamilton Ring Road project is approved; and
- c) staff report back to the next Strategy and Policy Committee Meeting, to be held on 3 May 2016, on costed options for:
  - i) Additional piers and structures to replace embankment;
  - ii) Handrail/superstructure detailing work; and
  - iii) Colour, lighting, planting.

**Amendment:** (Crs King/Mallett)

That:

- a) the report be received;
- b) staff report back to the next Strategy and Policy Committee Meeting, to be held on 3 May 2016, on costed options for:
  - i) Additional piers and structures to replace embankment;
  - ii) Handrail/superstructure detailing work;
  - iii) Colour, lighting, planting; and
  - iv) Additional pedestrian/cycle safety features
- c) staff report back to the next Strategy and Policy Committee Meeting, to be held on 3 May 2016, on costed options to create a safe crossing point across Wairere Drive close to Cobham Drive.

In response to questions on the Amendment (Crs King/Mallett), staff advised it would be desirable that the concept plan was approved at the Meeting to ensure project timeframes were met.

The Chief Executive clarified that should the Amendment be successful, it would not be required to be a Recommendation to Council.

Councillor Tooman returned to the Meeting during debate on Item 10 (6:35pm) and took part in the voting.

**The Meeting adjourned from 6:45pm to 6:55pm during debate on Item 10.**

Following the adjournment, and with the consent of the respective Movers and Seconders of the Motion (Crs Chesterman/O’Leary) and the Amendment (Crs King/Mallett), the Amendment was withdrawn on the basis that a new sub-paragraph (iv) be added to paragraph (c) in the Motion as follows:

- iv) Additional pedestrian/cycle safety features on Wairere Drive.

The revised Motion was then Put.

**Resolved:** (Crs Chesterman/O'Leary)

**Recommendation to Council**

That:

- a) the report be received;
- b) the concept design for the Cobham Drive pedestrian and cycle overbridge to be constructed as part of the Hamilton Ring Road project is approved; and
- c) staff report back to the next Strategy and Policy Committee Meeting, to be held on 3 May 2016, on costed options for:
  - i) Additional piers and structures to replace embankment;
  - ii) Handrail/superstructure detailing work;
  - iii) Colour, lighting, planting; and
  - iv) Additional pedestrian/cycle safety features on Wairere Drive.

**Councillor Mallett dissenting.**

## 11. Beale Cottage Historic Reserve Management Plan Assessment

Councillor Chesterman, as Chairperson of the Heritage Advisory Panel, outlined that the purpose of the report was to commence an assessment of the Beale Cottage Historic Reserve Management Plan ('the Management Plan') in light of recent complaints received as to the standard and accessibility to the property.

The GM Community, Community Group Business Manager and Waikato Museum Director responded to questions on the following points:

- **Management Plan**

Council was required to continually review Historic Reserve Management Plans under the Reserve Act; the Management Plan had not been reviewed since 2006. The proposed working group would assess the extent of any review required and report back to the Committee in June 2016.

- **Other Historic Reserve Properties**

It was noted that most reserves were held under other classifications under the Reserves Act; however, staff would circulate an email to Elected Members as to whether there were any other Historic Reserve Properties that had their own management plans which could require review.

- **Beale Cottage**

- i. The Chief Executive was looking into how the relevant departments oversaw the maintenance responsibilities for the property, including under the existing tenancy agreement.
- ii. The public had been able to view the cottage's garden at certain times, with the consent of the tenant who occupied the property.

At Councillor Chesterman's invitation, Councillor King agreed to chair the proposed working group.

**Resolved:** (Crs Chesterman/Gallagher)

That:

- a) the report be received;
- b) a Working Group be established comprising Crs King and Gallagher, and chaired by Cr King, to:
  - i. undertake a preliminary assessment of the Beale Cottage Historic Reserve Management Plan, in consultation with the Heritage Advisory Panel, Council staff and Heritage New Zealand;
  - ii. develop for consideration and ratification by the Strategy and Policy Committee, recommendations to Council in respect of its Management Plan review obligations under section 41(4) of the Reserves Act 1977; and
  - iii. report back to the Strategy and Policy Committee on 7 June 2016.
- c) staff will report back as to whether there are other Historic Reserve properties that need to be included in a review.

## 12. Six Monthly Report from the Chairs of the Subcommittees to the Strategy and Policy Committee

The Committee agreed to defer the Business and Investment Subcommittee Chairperson's Report until the May 2016 Meeting, due to the absence of the Subcommittee Chairperson to respond to questions.

**Resolved:** (Crs Tooman/O'Leary)

That the Civil Defence and Emergency Management Subcommittee Chairperson's Report from August 2015 to January 2016 be received.

**Resolved:** (Crs Gallagher/Yeung)

That the:

- a) Community Forum Subcommittee Chairperson's Report from August 2015 to January 2016 be received; and
- b) Older Persons Plan be reported annually to the Strategy and Policy Committee to ensure consistency with reporting requirements of other Council Plans.

**Resolved:** (Crs Yeung/Tooman)

That the Hearings Subcommittee Chairperson's Report from August 2015 to January 2016 be received.

**Resolved:** (Crs O'Leary/Chesterman)

That the Public Art Subcommittee Chairperson's Report from August 2015 to January 2016 be received.

### 13. Operational Roundup Report

The GM City Infrastructure advised that an update on the Speed Management Project would be included in the 19 April 2016 Council Briefing.

**Resolved:** (Crs O'Leary/Chesterman)

That the report be received.

### 14. Action List for 22 March 2016: and Actions Still Underway or Pending for HCC submissions to External Organisations

**Resolved:** (Crs O'Leary/Mallett)

That:

- a) the Report be received; and
- b) the Committee agree to the deferment of the item noted in the following table:

| Item and Resolution Date                                 | Original Due Date*                                 | Deferred To   |
|--|--|---|
| Zoo Strategic Review – Zoo Master Plan<br>(16 July 2014) | 19 November 2014<br><br>Deferred to:<br>3 May 2016 | 30 August 2016<br><br><i>The matter is deferred so as findings of the PWC review of the zoo operations and the Worksafe NZ prosecution can be considered as part of the Strategic Review.</i> |

Item 16 was taken at this time as confirmed by the Committee.

**Resolved:** (Crs Mallett/Tooman)

That, in accordance with Standing Order 3.2.7, the Meeting continue beyond the 6-hour time restriction.

**Those for the Motion:** Councillors King, Gallagher, Yeung, Mallett and Tooman

**Those against the Motion:** Councillors Green, Chesterman and O'Leary

### 16. Ruakura Trees

The Chief Executive provided a brief overview of the issues in relation to the designation of certain trees under the Ruakura Variation to the Proposed District Plan and a resource consent. It was requested that the Executive Update on this issue be re-circulated to Elected Members.

A Procedural Motion was Put.

**Resolved:** (Crs Gallagher/Mallett)  
That the Item be referred to the 31 March 2016 Council Meeting.

**15. Resolution to Exclude the Public**

**Resolved:** (Crs Chesterman/Yeung)

**Section 48, Local Government Official Information and Meetings Act 1987**

The following motion is submitted for consideration:

That the public be excluded from the following parts of the proceedings of this meeting, namely consideration of the public excluded agenda.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

| General subject of each matter to be considered                           | Reasons for passing this resolution in relation to each matter   | Ground(s) under section 48(1) for the passing of this resolution |
|---|--|--|
| C1. Strategy and Policy Committee Public Excluded Minutes 8 December 2015 | ) Good reason to withhold information exists under Section 7 Local Government Official Information and Meetings Act 1987<br>)<br>) | Section 48(1)(a)   |

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

|          |  |                   |
|----------|--|-------------------|
| Item C1. | to maintain legal professional privilege | Section 7 (2) (g) |
|----------|--|-------------------|

**The Meeting moved into Public Excluded session from 8:02pm to 8:04pm**

**The Meeting was declared closed at 8:04pm**

**Committee:** Strategy & Policy Committee      **Date:** 03 May 2016  
**Report Name:** Preparation of a Plan Change in Temple View.      **Author:** Alice Morris

|   |  |
|---|--|
| <b>Report Status</b>                    | <i>Open</i>  |
| <b>Strategy, Policy or Plan context</b> | <i>District Plan</i>   |
| <b>Financial status</b>                 | <i>There is budget allocated the 2016/17 Economic Growth and Planning budget</i>   |
| <b>Assessment of significance</b>       | <i>Having regard to the decision making provisions in the LGA 2002 and Councils Significance Policy, a decision in accordance with the recommendations is not considered to have a high degree of significance</i> |

## 1. Purpose of the Report

- To obtain Council's approval to consult with stakeholder and prepare the documentation and draft plan planning provisions for a plan change to the Hamilton City Proposed District Plan (PDP) so as to introduce new planning provisions for the land that was brought into the City via a boundary alteration at Temple View in 2014.

## 3. Executive Summary

- A boundary alteration was gazetted by the Local Government Commission on 10 July 2014. (Attachment 1 locality plan).
- The Resource Management Act (RMA) requires, within 2 years of the boundary alteration occurring, that Council amends its district plan to cover the new land area.
- The preparation of the proposed plan change will ensure Council is operating within the requirements of the RMA.
- The proposed plan change is considered to be minor due to the nature of the land, its total land area (14ha) and the small number of potential stakeholders.
- Staff will bring back to Council the consultation outcomes and the draft plan change for full review prior to any statutory notification.

## 9. Recommendations from Management – Recommendation to Council

That:

- The report be received; and
- Staff prepare the District Plan change documentation, required under the Resource Management Act, to alter Hamilton's boundary at Temple View in order to include an additional 14.1 hectares from Waipa District.

## 10. Attachments

11. Attachment 1 - Temple View Boundary Change (final) - Locality Plan

## 12. Key Issues

### 13. Background

14. At the 30<sup>th</sup> April 2014 meeting the Strategy and Policy Committee resolved to support the Church of Jesus Christ of Latter-day Saints Trust Board's (the "Trust") proposal for a minor boundary alteration at Temple View to bring into the City's boundary an additional 14.1 hectares from Waipa District - [Strategy and Policy Committee - Confirmed Open Minutes - 30 April 2014](#)

15. The 14 hectares is presently zoned Rural under the Operative and Proposed District Waipa District Plans, and is highlighted pink on Attachment 1.

16. On the 10<sup>th</sup> July 2014 the alteration was approved and gazetted by the Local Government Commission.

17. To achieve compliance with the requirements under the Resource Management Act ('RMA'), Council is required to undertake a plan change to anchor a planning framework over the 14 hectares that aligns with the adjoining planning provisions under the City's District Plan.

16. Since 2014 this area has been managed by Hamilton City Council using the relevant sections of the Waipa District Plan.

### 17 Legislative requirements or legal issues

18. Section 81 of the RMA, sets out the requirement for Council to undertake the necessary changes to its District Plan to include this new area. These changes are required to happen as soon as practicable but within 2 years of the boundary changing.

### 19. Environmental sustainability

20. Undertaking the plan change preparation and application will ensure that all land under the City's jurisdiction aligns with its planning direction as set out in the Proposed District Plan.

21. Leaving this 14 hectare area as rurally zoned would create a "land locked" area between the City's boundary with Waipa and the existing Special Character zoning of the former College site.

22. At this time, it is the intention of staff to promote a set of planning provisions that reflect the existing Special Character zoning primarily for residential purposes while placing an emphasis of the area's character and historic heritage.

### 23. Consultation

24. A full communications plan will be formulated as part of the development of the plan change. Consultation will be undertaken with Temple View residents and key stakeholders.

## 25. Financial and Resourcing Implications

26. Council and Trust staff have agreed to work jointly to prepare the Plan change documentation.

27. The Trust will provide relevant studies and technical investigations as much of the necessary work has already been undertaken as part of the background information that was needed to support resource consent applications for new development on the land already zoned under the City's district plan.
28. This analysis, once peer reviewed, will form the bases for the plan change documentation, a cost and benefit assessment (section 32 evaluation) and the direction for the writing of relevant planning provisions to be undertaken by staff.
29. The costs relating the statutory processes required under the RMA fall to Council as promoter of the plan change as required under section 81 of the RMA and by virtue of the fact that Council supported the boundary change in the first instance.
30. The preparation of plan provisions and the finalisation of necessary documentation will be undertaken by Council staff.
31. There is budget allocated for this project in the existing budget for 2016/17.
32. A rough order estimate for the peer reviewing of technical reports by external consultants and staff costs to undertake consultation, section 32 analysis and plan provision preparation is expected to be approximately \$40 - \$45,000.
33. Approximately \$25,000 of this would be used for external peer review services, with the remained of the costs estimated as being internal costs of staff preparing the necessary documentation.

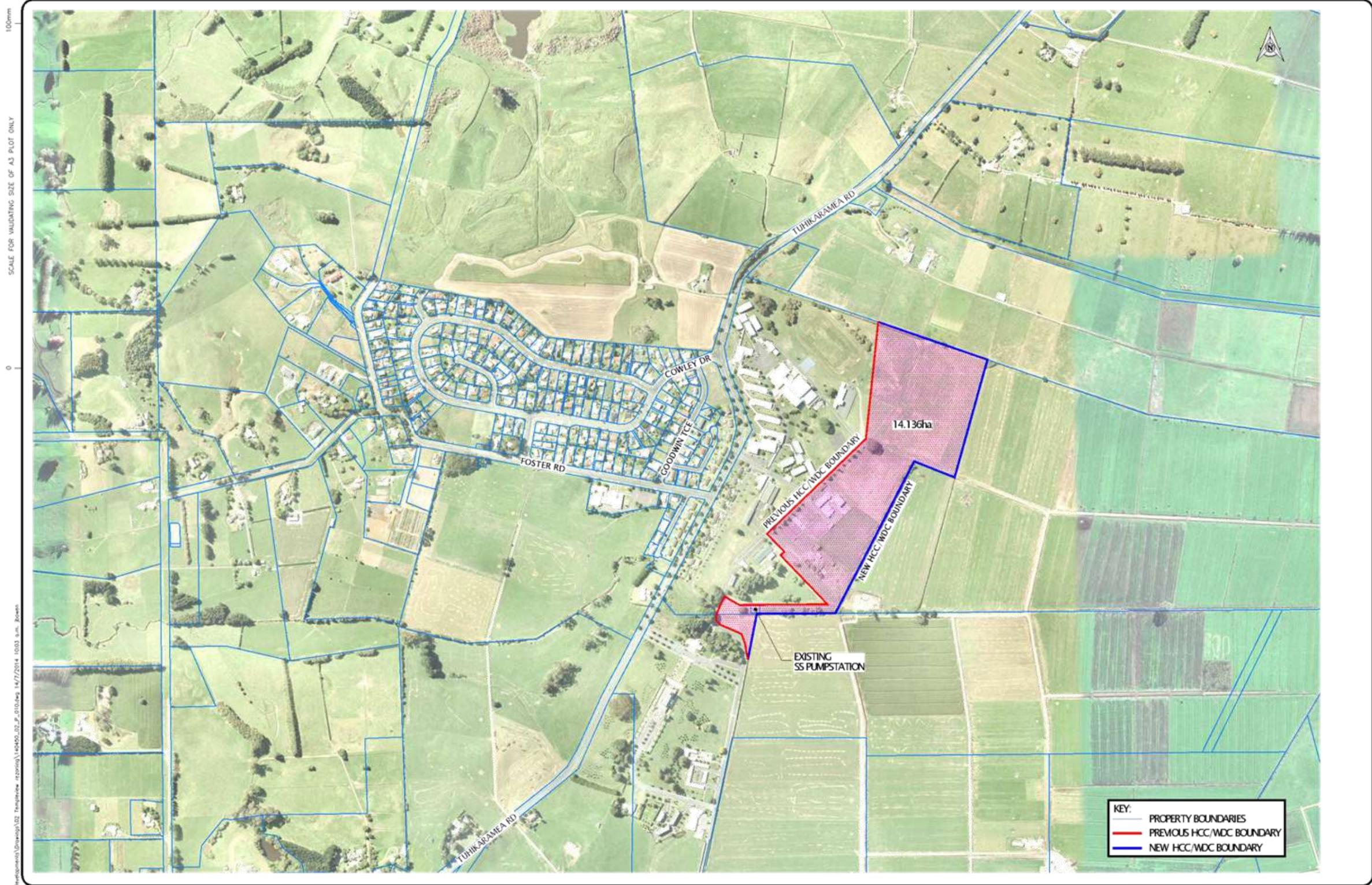
#### **34. Risk**

35. Not preparing the plan change would challenge Council's legal obligations under the RMA.
31. It is important that the plan change is prepared at a minimum with input from key stakeholders such as the Trust, adjoining landowners, the New Zealand Temple View Historical Society, Heritage NZ, Waikato Regional Council, Waipa District Council and iwi.

#### **Signatory**

|            |  |
|------------|--|
| Authoriser | Kelvyn Eglinton, General Manager City Growth |
|------------|--|





|  |  |   |  |  |   |                             |   |
|--|--|---|--|--|---|-----------------------------|---|
| A 13.07.2014 FINAL ISSUE<br>Date Issue/revision detail |  | Designed<br>JB<br>Checked<br>CD<br>Approved<br>CD | <br>Phone 64-7-838 0144, Fax 64-7-839 0431 | Client<br><b>THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS</b> | Project<br><b>NEW HAMILTON CITY COUNCIL/WAIPA DISTRICT COUNCIL BOUNDARY</b> | Drawing<br><b>SITE PLAN</b> | Status<br><b>FINAL</b>  |
| Version 2.04 - October 2013                            |  | Date 13.07.2014<br>By JB<br>T OKY<br>Appr CD      |  |  |   |                             | Date 13.07.2014<br>Drawing Number 140450/02/P/010<br>Scale (Original Size A3) A3 = 1:8000<br>Revision A |



**Committee:** Strategy & Policy Committee      **Date:** 03 May 2016  
**Report Name:** Business Improvement District Policy Review      **Author:** Kelvyn Eglinton

|   |  |
|---|--|
| <b>Report Status</b>                    | <i>Open</i>  |
| <b>Strategy, Policy or Plan context</b> |  |
| <b>Financial status</b>                 | <i>The cost of this review is \$2,000 and is funded from existing budget</i>   |
| <b>Assessment of significance</b>       | <i>Having regard to the decision making provisions in the LGA 2002 and Councils Significance Policy, a decision in accordance with the recommendations is not considered to have a high degree of significance</i> |

## 1. Purpose of the Report

- To approve the draft Business Improvement District Policy for recommendation to Council for approval.

## 3. Recommendations from Management – Recommendation to Council

That:

- The report be received;
- Approval is granted for the edits within the attached draft Business Improvement District Policy in section 1.7 on page 2 of the policy; and
- The attached draft Business Improvement District Policy be adopted as final for recommendation to Council.

## 4. Background

- The Business Improvement District Bid policy review was part of the Business and Subcommittee work plan.
- At the Subcommittee meeting of 15 September 2015, it was resolved that a working party consisting of Council and external stakeholders was appointed to undertake a review.
- The Business and Investment Subcommittee received a draft BID policy at its meeting of 10 March 2016, which was approved for targeted consultation with identified stakeholders.
- At the Subcommittee meeting of 21 April, the draft policy with amendments included following the consultation was approved for recommendation to the Strategy and Policy Committee.

Further Consultation

9. Following consideration of the draft revised BID policy at the meeting of 10 March 2016, the General Manager has personally undertaken targeted consultation.
10. Invitations were extended to the following seven organisations on 17 March 2016 with reminders circulated on 1 April 2016.
11. In summary, four of the seven organisations contacted responded and indicated that they were happy with the draft policy. Some of the organisations raised other matters relating to opportunities for future BIDs and the central city.
12. A summary of the responses is found in the table below:

| AGENCY                                | RESPONSE                    | COMMENTS  |
|---------------------------------------|-----------------------------|---|
| North East Community Trust            | Chairperson Meeting with GM | <p>Could identify benefit of BID for the North East Community in future years but the focus currently is on advocating for facilities and services to meet growth.</p> <p>Would raise the opportunity for a BID within future meetings but see potential to begin with local Business Association or committee.</p>   |
| Hamilton Central Business Association | CEO Meeting with GM         | <p>In support of current BID policy.</p> <p>Supportive of changes and format and retention of control by members.</p>   |
| Property Council                      | Delegation Meeting with GM  | <p>Understood current policy and focus but felt that the purpose and design of the current BID was not correctly aligned to the strategic and development opportunity to be realised within the central city.</p> <p>Felt that the BID as a current mechanism to drive the Property Council Manifesto and the CCTP was insufficient.</p> <p>Promoted the CBD board concept to which they are willing to further develop for greater detail and clarity.</p> |
| Waikato Chamber of Commerce           | CEO Meeting with GM         | Understood the current BID policy and felt that the purpose needed to be more strongly defined to highlight the strategic nature of the development opportunity in the central city.  |
| Hamilton East Community Trust         | No response                 |   |
| Hotel Association of New Zealand      | No response                 |   |
| Franklin Business Association         | No response                 |   |

13. As a result of the engagement the General Manager has edited the purpose statement (highlighted as attached) to strengthen the strategic nature of the BID policy. These changes are in section 1.7 on page 2 of the document.
14. The BID policy applies to any business improvement district that wishes to establish such an entity and is not specific to the central city.

#### Property Council Waikato Branch CBD Proposal

15. The Waikato Branch of the Property Council circulated a two page proposal for a CBD Board to Business and Investment Subcommittee members just prior to the March 10 meeting.
16. During the engagement discussions on the BID Policy with representatives of the Property Council on April 8, the CBD Board proposal was raised as an alternative mechanism to the current BID policy. The Property Council feel a CBD Board would offer greater strategic focus and separation from Council to drive developments and progress in a timely manner.
17. An invitation to work with Council staff to develop a more detailed proposal for consideration at a future meeting of the Business and Investment Subcommittee was extended to the Property Council.
18. The General Manager has made resources available, if requested, to assist the Property Council with the proposal.

#### **Financial and Resourcing Implications**

19. The cost to complete this review is \$2,000 which is made up of staff time and is funded from existing budgets.

#### **20. Attachments**

21. Attachment 1 - Draft Business Improvement District Policy
22. Attachment 2 - Business Investment District Rate Explanation
23. Attachment 3 - Business Improvement District Policy Review - Report to 10 March 2016 meeting of the Business and Investment Subcommittee

#### **Signatory**

|            |  |
|------------|--|
| Authoriser | Kelvyn Eglinton, General Manager City Growth |
|------------|--|

## Business Improvement District Policy

### CONTENTS

1. Definitions
2. Purpose and Scope
3. Policy
4. Monitoring and Implementation
5. Schedules

### Purpose and Scope

1. This Policy applies when setting up a Business Improvement District (BID) including its funding and Council's administration of BIDs.
2. This policy applies to any BID established within the Hamilton City Council's boundary.
3. This policy applies to business and commercial property ratepayers and does not apply to private property occupied by residents.

|                                |                             |
|--------------------------------|-----------------------------|
| <b>First adopted:</b>          | 29/06/2012                  |
| <b>Revision dates/version:</b> | 10/03/2016                  |
| <b>Next review date:</b>       | 30/06/2015                  |
| <b>Engagement required:</b>    |                             |
| <b>Document number:</b>        | D-2066640                   |
| <b>Associated documents:</b>   |                             |
| <b>Sponsor/Group:</b>          | General Manager City Growth |

## Definitions

|                                      |  |
|--------------------------------------|--|
| BID Proponent                        | The interested party or the Council that is making a proposal to establish a Business Improvement District |
| Business Improvement District or BID | A defined area over which a targeted rate will be set to fund a BID Association                            |
| Council                              | Hamilton City Council  |
| BID Association                      | An incorporated society established to deliver the programme of work for the BID area                      |
| Returning Officer                    | A person from an independent election service body which has been approved by Council                      |
| SUIP                                 | Separately used or inhabited part of a property  |

## Policy

### 1. Purpose of a Business Improvement District

#### 1.1 Business Development:

- 1.1.1 To support business creation, attraction, retention and expansion within a BID.
- 1.1.2 To assist and guide development and advancement of commercial interests of businesses and business people within a BID.
- 1.1.3 To provide a forum for networking and collaboration of members.

#### 1.2 To advocate for business interests within the BID.

#### 1.3 Promotion, events and marketing:

- 1.3.1 To market business interests within the BID locally, regionally and nationally.
- 1.3.2 To establish and support an identity for the BID.

#### 1.4 To support Council to ensure the physical environment of the BID is consistent with the BID identity.

- 1.4.1 To promote amenity, cleanliness, safety and connectivity within the BID.
- 1.4.2 To advocate for the preservation of heritage appropriate to the BID.
- 1.4.3 To advocate for quality urban design within the BID.

#### 1.5 To align strategic goals for the BID with Hamilton City Council's strategic plans.

#### 1.6 To work collaboratively and in a co-ordinated way with Hamilton City Council.

#### 1.7 To work with other organisations that have a role within the BID, for example, the Waikato Chamber of Commerce and local branch of the Property Council of NZ [to ensure a coordinated strategic approach to developments within the BID are taken.](#)

### 2. Process to Establish a BID

#### 2.1 The Council approves setting up a BID.

#### 2.2 A proposal to establish a BID may be initiated at any time by the Council or any interested party (a BID proponent). A BID proponent should seek sufficient support for establishing a BID before making a request to the Council.

- 2.3 A Register of Eligible Voters will be established.
- 2.3.1 The Council will approve the potential BID boundary area and provide a map. This will occur in consultation with any BID proponent.
- 2.3.2 A list of property owners and businesses occupying property within the proposed BID boundary area will be prepared by the BID proponent with the assistance of the Council. The list must include property-owner name, valuation number, physical address, name of owner/occupier; email/electronic contact/website contact; mailing address; landline/mobile phone contact.
- 2.3.3 Each property owner and business occupier on the list must be contacted to determine who will be the registered voter and whose name is to be listed on the Register of Eligible Voters. This policy is based on the principle of 'one person, one vote' meaning each registered eligible voter will have one vote.
- 2.3.4 All registered voters automatically qualify to become members of the BID Association and the Register of Eligible Voters is the BID Association's membership register.
- 2.3.5 If the owner and/or occupier are an individual, that person should be registered as the voter unless they nominate someone else to act on their behalf. All future communication must be addressed to that nominated individual, unless the owner or occupier subsequently nominates a different representative.
- 2.3.6 If the owner and/or occupier is not an individual, communication must be with the senior management of that body (typically a company or trust) to nominate someone to act on their behalf.
- 2.3.7 Where an individual or organisation appears multiple times on the owner and/or occupier list (for example, they own a number of properties or businesses in the BID) that person or organisation may nominate only one name per property for the Register of Eligible Voters, noting each person must be different and not already on the voter register.
- 2.3.8 The following business owners are not eligible to register on the Register of Eligible Voters:
- Business owners who operate their businesses from residentially rated property within the BID boundary area.
  - Business owners who give a business address which is a commercial property within the BID boundary area, but who do not physically run their businesses from that address (for example businesses who use their accountant's address, or businesses who have mail delivered to a relative or friend running a business within the BID).
- 2.3.9 Business owners who operate from a residentially-rated property may choose to join the BID Association provided that they satisfy the BID Association they operate a business within the BID.
- 2.3.10 The following information must be included on the Register of Eligible Voters:
- Name of property owner or occupier
  - Name of representative (if applicable)
  - Contact details:
    - Email address
    - Mailing address
    - Physical address
    - Telephone, including mobile number / fax numbers
  - The voter's preferred method of communication (for example, email).

- 2.3.11 The Register of Eligible Voters must be agreed by Council staff and any disputes about eligibility for inclusion on the Register of Eligible Voters will be made by the Council.
- 2.3.12 Once established, it is the responsibility of the BID Association to maintain and update the membership register and immediately advise the Council of any changes.
- 2.3.13 The BID Association must not use nor pass on any personal information for any purpose other than administration of the BID Association.
- 2.4 A BID Poll will be conducted.
- 2.4.1 No BID will be established without a BID Poll and that BID Poll must achieve a voting return of 35% of voters listed on the Register of Eligible Voters and the majority of those votes are in favour of the proposition.
- 2.4.2 The BID Poll is the responsibility of the BID proponent.
- 2.4.3 The Council will pay for the cost of the BID establishment poll.
- 2.4.4 A Returning Officer approved by the Council must be engaged to conduct the BID Poll and they must be engaged as soon as the Register of Eligible Voters has been finalised to enable the election service to begin preparing for the Poll. Material prepared for the Poll must include:
- The Register of Eligible Voters.
  - An easy to understand information sheet outlining the BID proposal.
  - A ballot form approved by the Returning Officer.
  - A contact update form.
- 2.4.5 All registered voters on the Register of Eligible Voters must be notified of the upcoming Poll and the key issues to be decided. These issues include, but are not limited to:
- The boundaries of the proposed BID.
  - The total budget and approximate targeted rate to be assessed.
  - The objectives of the BID strategic plan.
  - The principal BID proponents for contact purposes.
- 2.4.6 The BID proponent must engage with the property owners and occupiers within the proposed BID through:
- At least one information meeting, open to all interested parties, must be held no less than 10 days prior to the poll closing.
  - At least two advertisements about the upcoming Poll in local newspapers and on the Council's website with the last advertisement a minimum of three days prior to the poll closing. Other methods to inform eligible voters of the upcoming vote, such as social media, face-to-face meetings, email, fax or newsletters may be used.
- 2.4.7 All BID polls are run as postal ballots. The period between the mail out of the ballot papers and close off for return of ballots must not be less than 14 calendar days.
- 2.4.8 The Returning Officer will send out a pack including the information sheet, the ballot form, the contact update form and a prepaid return envelope. Any requests for replacement ballots should be directed to the Returning Officer.

- 2.4.9 Proxy voting is not permitted for BID polls. Registered voters who will be absent from their registered addresses during the period of the Poll but who wish to vote, should provide a forwarding address to the BID proponents.
- 2.4.10 The Returning Officer will receive, count and verify all returned ballot papers. It will then report the result of the poll to the BID proponent and the Council.
- 2.5 The final decision about whether to establish, extend, reduce or disestablish a BID is made by the Council because, under the Local Government (Rating) Act 2002, it is the Council alone that can set the targeted rate. In making that decision, the Council will take into account, but will not be bound by, the BID Poll result.
- 3. Set up of an Approved BID**
- 3.1 If the Council approves setting up a BID, a Business Association must be established and registered as an incorporated society and evidence of registration provided to the Council (refer to [www.societies.govt.nz](http://www.societies.govt.nz)).
- 3.2 The Council will not approve a targeted a rate without evidence that the BID Association is an Incorporated Society as at 30 June of the given year.
- 3.3 As part of the incorporation process, a constitution (which is called Rules) must be lodged with the Incorporated Society Register.
- 3.4 Any changes to these Rules must be approved by the Council.
- 3.5 No subsequent changes may be made to the Rules without Council approval.
- 3.6 The BID Association will establish an Executive Committee consisting of a minimum of 5 voting members and up to 9 voting members, 3 of whom are appointed by the Council.
- Those members of the Executive Committee appointed by the Council are not required to be members of the BID Association and will be selected based on skills required to enable the Executive Committee to carry out its role;
  - Executive Committee members serve a term of two years and must not serve more than three consecutive terms;
  - The Chairperson of the Executive Committee serves a term of two years;
  - The Chairperson must be a member of the BID Association and is voted by the Executive Committee members at its first committee meeting;
  - The Chairperson may serve more than one term;
  - The Executive Committee must meet at least six times per year;
  - A quorum for any Executive Committee meeting requires a majority of BID Association members to be present;
  - Decisions are by majority vote;
  - No remuneration will be paid to members of the Executive Committee;
  - A BID Manger must be appointed by the Executive Committee and they do not have any voting rights.
- 4. Inaugural Annual General Meeting (AGM)**
- 4.1 Following Council approval of the BID, an AGM must be held within 4 weeks of the Poll. Registered voters on the Register of Eligible Voters must be notified of:
- The date and place of the first AGM of the BID Association.

- Their opportunity to nominate individuals to the BID Executive Committee, and how to do this.
  - Their opportunity to view the proposed BID Association Rules.
  - Their opportunity to study the proposed BID Association budget and Annual Programme.
  - The proposal which was presented to Council regarding establishment of the BID.
- 4.2 Nominations for positions on the BID Executive Committee must be made in writing, signed by two registered BID members, and the nominee themselves. These should be delivered to the specified receiving office identified in the publicity about the AGM. Nominations will close three days before the scheduled date of the AGM.
- 4.3 The inaugural AGM will be chaired initially by a Council staff member assigned to the BID. The process for the inaugural AGM must include:
- The election of an Executive Committee.
  - Approval of the proposed Rules.
  - Approval of the proposed budget and targeted rate.
  - Approval of the proposed Annual Programme.
  - Approval of the Strategic Plan.
- 4.4 Subsequent AGMs will operate as set out in the BID Association Rules.
- 4.5 Decisions at the AGM are by majority vote of the assembled BID Association members present at the AGM.
- 4.6 The Council must be informed of the elected officers and their contact details.
- 5. Membership rights and responsibilities**
- 5.1 Membership of the BID Association is automatic for any eligible voting business within the BID and the Register of Eligible Voters is the BID Association's membership register. Membership entitles the individual member to:
- Attend and vote at all annual and special general meetings.
  - Attend all meetings of the BID Executive Committee (but not vote).
  - Stand for election to the BID Executive Committee.
  - Receive regular communications about BID activities.
  - Receive notification of upcoming meetings and agenda items.
- 5.2 Members must ensure that their contact details are kept current on the register.
- 5.3 Businesses outside the BID are eligible to apply for associate membership and are required to pay an annual membership subscription as determined by the Executive Committee.
- 5.4 Associate members have no voting rights within the BID Association.
- 6. BID Funding**
- 6.1 Once confirmation of incorporation has been received from the Registrar of Incorporated Societies, the BID Association can apply to the Council for a targeted rate in its BID. This application cannot be made until the BID Association has held its AGM meeting.

- 6.2 The purpose of the targeted rate is to fund the revenue required by the BID Association to enable it to deliver the Annual Programme approved by the BID Association members.
- 6.3 The BID Association must present the following information to the Council to support its application for a targeted rate:
- Evidence of a mandate (report from the Returning Officer).
  - Evidence of incorporation (Registrar of Incorporated Societies).
  - The agreed BID boundaries.
  - The approved budget that identifies the revenue required to carry out the Annual Programme (AGM Minutes).
  - The approved Annual Programme (AGM Minutes).
  - The Strategic Plan (AGM Minutes).
- 6.3 The Local Government Act 2002 and the Local Government (Rating) Act 2002 gives the Council authority to set a targeted rate for an activity such as a BID. The Council will make the final decisions on what targeted rate, if any, to set in any particular year (in terms of the amount and the geographic area to be rated).
- 6.4 Council will each year set the targeted rate as part of its Funding Impact Statement and Rate Resolution.
- 6.5 A BID Association will be funded by a targeted rate, rated by the Council each year and the full amount collected by the Council passed onto the BID Association in the form of a grant paid quarterly.
- 6.6 BID targeted rate will be calculated on a combination of a uniform basis flat charge and a targeted rate on a capital value basis for each rating unit or SUIP of a rating unit within the BID (the BID Formula) and will be adjusted each year by the inflation rate adopted by the Council.
- 6.7 New properties, within the BID area, coming into that area will be rated in the next financial year.
- 6.8 The financial year of any BID will be 1 July to 30 June.
- 6.9 Payment of the targeted rate must be separately accounted for in the BID Association's financial records.
- 6.10 Any request by the BID Association for an increase in revenue must be submitted to the Council by December in preparation for the financial year commencing the following 1 July with the following information:
- The Annual Programme identifying where the additional revenue is required and how this programme will achieve the BID Association's strategic plan.
  - The budget providing details of the additional revenue required.
  - Evidence of support from BID Association members (AGM Minutes).
- 6.11 In addition to the targeted rate, the BID Association may raise funds through other mechanisms, including sponsorship, advertising and grants.
- 6.12 The Council may contract the BID Association to carry out services on its behalf and/or enter into a service level agreement.

## **7. Adjustments to the BID Boundary Area**

- 7.1 A decision to change the boundary area of an approved BID must be made by the Council.
- 7.2 A proposal to change a boundary area can be made at any time but no decision can be made on a proposal until all eligible voters within the boundary area affected are polled.
- 7.3 If the proposal is for a boundary extension, only the property owners and occupiers in the proposed extension area are polled.
- 7.4 The BID will pay for any further polls to adjust the boundary.
- 7.5 The process for polling is that set out in clauses under 2.4 above.

## **8. Disestablishment of a BID**

- 8.1 The Council may disestablish a BID at any time and is not required to conduct a Poll.

## **9. Management and Performance Accountability**

- 9.1 The Executive Committee will act as the BID Association's interface with the Council and is responsible for running the BID in accordance with this policy and the approved Strategic Plan and budget.
- 9.2 The BID Association and Council will at all times communicate with each other in such a way as to most effectively further the strategic objectives of the BID Association members and to protect and enhance the partnership relationship between the BID Association and the Council.
- 9.3 An appropriate Council General Manager will be responsible for the BID Association relationship and will appoint a one point of contact staff member for the relationship interface.
- 9.4 The Executive Committee is expected to produce a strategic plan every three years which:
  - Reflects a representative view of the BID members.
  - Describes how the Plan will contribute to achieving the purpose of the BID as set out in clauses 1.1 to 1.7 of this policy.
  - Describe how the Plan will contribute to any Council strategic aspirations, plans or projects relevant to the BID area.
  - Include effective measures of performance that enable objective evaluation of delivery against the outcomes of the Plan and the performance of the BID Association over the three year period.
- 9.5 The Executive Committee must present an Annual Programme and Budget to the Council by 1 March of each year for the following financial year.
  - The Annual Programme sets out in detail the projects and work the BID Association intends to undertake in the following financial year. It must align with the BID Association's strategic plan as in clause 9.4.
  - The budget will be used to determine the overall level of the targeted rate and any requests for additional funding must comply with clause 6.10. The partnership between Council and the BID Association includes ensuring prudent use of any BID funding.

- Effective measures of performance that the success of the annual programme and which demonstrate a relationship to the Association's strategic plan outcomes must be included.
  - The Annual Programme will also include measures of performance for the BID Executive Committee and management.
- 9.6 Measures of performance for both the Association's Strategic Plan (3 yearly) and Annual Programmes (annually) will be established in consultation with the Council in the form of key performance indicators (KPIs).
- 9.7 Council and the BID Association will agree data sources for KPIs included in the Strategic Plan and Annual Programmes as well as their respective responsibilities for data collection and data reporting.
- 9.8 The agreed performance measures must cover the economic performance of the BID and public and business perceptions of the BID identity against baseline measures (trend data). They will also include KPIs related to specific BID projects and activities. KPIs may include but are not limited to:
- BID contribution to central city GDP.
  - Total retail spend.
  - Type and number of businesses.
  - Number of employees.
  - Perceptions of safety.
  - Shopper/visitor satisfaction surveys.
  - Commercial rents.
  - Vacancy rates.
  - Visitor numbers (local, regional and overseas).
  - Pedestrian activity.
  - Economic impact assessment of events held in the BID.
  - Number of new businesses attracted to the BID.
  - Positive media (print, radio, social) coverage of the BID.
- 9.8 The BID Association must publish an Annual Report on its financial and strategic performance each year in August.
- 9.9 Council will review the performance of the BID against the stated strategic plan, KPIs, audited accounts and Annual Report. In August each year, the Executive Committee must provide the Council with a copy of the audited accounts and Annual Report for the previous financial year (including statements that the Association has acted in compliance with its Rules and all other relevant laws and regulations).
- 9.10 Where the Council has concerns with the progress or success of a BID, the grant from the targeted rate may be withheld until specific improvements or alterations have been made to the Annual Programme, business and strategic plans, or implementation processes.
- 9.11 The Council may initiate a review of all or any particular BID programme at any time.
- 10. Dispute Resolution**
- 10.1 The Council has the final decision about whether or not to set a targeted rate, the amount of that targeted rate, whether to provide for an additional rate or alter the boundaries of the area subject to the rate, and whether or not to establish, disestablish, reduce or extend the BID.

- 10.2 If there is a dispute about other matters the BID Association and the Council will attempt to resolve their dispute through mediation sharing the costs of mediation equally. If the dispute is not resolved, either party may refer the dispute to Arbitration in accordance with the Arbitration Act 1996. The award in the arbitration will be final and binding on the parties.
- 10.3 Disputes between BID members (ONR) and the BID Associations will be settled in accordance with the following procedure:
- Unless matters can be resolved quickly and informally, ONR are obliged to bring their concerns to the attention of the BID Association's Executive Committee in writing. An initial written response is required within seven working days, outlining the manner and the time frame in which the concerns will be addressed. Council as major fund provider should be made aware of any such issues.
  - Having exhausted reasonable means of resolving the dispute, the BID Association may appoint a mediator to enable the parties to settle the dispute. If the dispute is not resolved within a further 30 days after appointment of a mediator, any party may then referred the dispute to arbitration in accordance with the Arbitration Act 1996. The award in the arbitration will be final and binding on the parties.

DRAFT

## Background

The total revenue requirement for the BID is determined by the BID Association (in this case Hamilton Central Business Association) after a poll of their members and agreement of the majority of members. The BID rate must be approved by Council. The conditions and criteria are set out in the BID Policy. The current revenue requirement is \$322,000 (incl GST) per year.

The BID area is mapped in the Council's Rating Policy. The BID rate is set and assessed on all non-residentially rated properties within this area. There are 751 rateable properties in the BID.

Each commercial rating unit (business or commercial property) is further broken down into the number of separately tenanted areas or leases it contains – these are referred to as separately used or inhabited parts of the property (SUIPs). There are approximately 1200 SUIPs in the BID.

**The rate per commercial property has two parts is calculated as follows:**

### BID fixed rate

- A fixed amount of \$230 per SUIP
- The value of the fixed amount is agreed between Council and the BID

### AND

### BID Capital Value rate

- Is a \$ rate per commercial property based on its capital value.
- It is calculated to recover the difference in revenue between the total revenue received from the BID fixed rate and the total revenue requirement for the BID.
- It is derived by taking the \$ revenue shortfall and then dividing it by the total capital value of all commercial rating units in the BID. This number is then multiplied by the capital value of each commercial property.

### Formula:

|  |             |
|--|-------------|
| BID revenue requirement                                | = \$322,000 |
| BID fixed rate: 1200 x \$230                           | = \$276,000 |
| Difference to be recovered by BID capital value rate = | = \$ 46,000 |

BID capital value rate formula calculation:

- Revenue shortfall ÷ total capital value of properties in the BID
- 46,000 ÷ \$1,230,731,000 = 0.00003738

### Example:

Commercial property with a capital value of \$1,000,000 and 4 separate leases would be charged as follows:

- 4 SUIPs x fixed charge of \$230 = \$920
- Capital value rate of 0.00003738 X \$1,000,000 = \$37.38
- **Total BID charge for the property = \$957.38**

**Committee:** Business and Investment Subcommittee

**Date:** 10 March 2016

**Report Name:** Business Improvement District Policy Review

**Author:** Kelvyn Eglinton

|   |   |
|---|---|
| <b>Report Status</b>                    | <i>Open</i>   |
| <b>Strategy, Policy or Plan context</b> | <i>Business Improvement District Policy</i>   |
| <b>Financial status</b>                 | <i>The cost of this review is \$2,000 and is funded from existing budget.</i>   |
| <b>Assessment of significance</b>       | <i>Having regard to the decision making provisions in the LGA 2002 and Councils Significance Policy, a decision in accordance with the recommendations is/is not considered to have a high degree of significance</i> |

## 1. Purpose of the Report

2. To approve the draft Business Improvement District Policy for targeted consultation with identified stakeholders.

## 3. Recommendations from Management

That:

- a) the report is received; and
- b) the **draft Business Improvement District Policy** is approved for targeted consultation with identified stakeholders and reported back to a Subcommittee meeting in April.

## 4. Attachments

5. Attachment 1 - Draft Business Improvement Policy
6. Attachment 2 - Business Improvement District Terms of Reference
7. Attachment 3 - Current Business Improvement District Policy and map of the Central City Business Improvement District (HCBA) area

## 8. Key Issues

### Background

9. The Strategy and Policy Committee delegated review of the Business Improvement District Policy (BID Policy) to the Business and Investment Subcommittee. At its meeting of 15 September 2015, the Subcommittee approved the terms of reference for the review (attachment 2) and authorised the General Manager, City Growth to appoint the BID Policy Review working group. See link below.

<http://www.hamilton.govt.nz/AgendasAndMinutes/Business%20and%20Investment%20Subcommittee%20Minutes%20-%20Unconfirmed%20-%202015%20September%202015.pdf>

10. The BID Policy was first approved in 2009 and the current policy was adopted by the Council in 2012.
11. The BID Policy applies to any BID that is proposed to be established or is established in Hamilton. Currently, Hamilton has one BID, which is defined as the central city area shown in the attached map (attachment 3) and is represented by the Hamilton Central Business Association.
12. The overall objective of the BID policy is to establish a partnership between Council and the local business community (as represented by a BID Association), to enhance and promote the business and public profile of the BID area.

#### BID Policy Review Working Group

13. The working group comprised Sandy Turner (HCBA), Councillor Angela O’Leary (Business and Investment Subcommittee), Michael Ibbetsen (retail), Nathan Sweetman (hospitality), David Graham (central city residential), Simon Lugton and Jeremy O’Rourke (real estate), and Ross Hargood (property development).
14. The working group met four times on 4 November 2015, 25 November 2015, 9 February 2016 and 29 February 2016 and considered information about other BIDs (or similar structures), including purposes and funding models.
15. The working group determined that:
  - The scope and principles of the current BID policy continued to be relevant to today’s business environment. However the intent of the policy could be made clearer by reframing these in a BID purpose statement.
  - The funding formula for BIDs was appropriately structured but should be inflation proofed.
  - BID association form and function was appropriate however related information was unnecessarily duplicated between the Policy and the Association’s Rules and could be clearer.
  - The Executive Committee should reflect the membership nature of the Association. However, changes to the composition of the BID Association’s Executive Committee to ensure the right depth, combination and complementarity of skills and experience were present through independent appointments would better enable the Executive Committee to fulfill the purpose of the BID under this policy.
  - Greater continuity of membership within the Executive Committee would enable a more effective approach to the planning and delivery of BID projects and activities while balancing this with ensuring the Executive Committee is continually refreshed by perspectives and skills provided by new membership.
  - Greater clarity was required in relation to the KPIs in the policy.
  - The policy would benefit from being more concisely and clearly worded.

16. In relation to the central city BID, the Working Group determined that:
- The central city BID area remained appropriate.
  - Activities such as participating in the delivery of the CCTP and managing public spaces such as Garden Place and Embassy Park, fall within the scope of the existing policy and could be undertaken by the BID Association.
  - The Executive Committee would need to reflect a broad range of strategic and business skills and acumen to extend their remit to include projects under the CCTP and central city activities currently managed by Council.
17. The Working Group recommended the following changes, principally related to the establishment of the Executive Committee:
- The addition of three independent members to the Executive Committee with those members being selected by the Council for required skills.
  - A reduction in the total number of Executive Committee members from 11 to 9 to ensure efficient functioning of the Committee.
  - An increase in the term of Executive Committee members from one year to two years for purposes of continuity and setting a limit for the number of consecutive terms a member may serve.
  - The Chair of the Executive Committee to be a member of the BID Association.
  - Removing the option for an Elected Member to be a member of the Executive Committee.
  - Inflation-proofing the targeted rate.
  - Clarifying the Council's and BID Association's respective responsibilities for setting, monitoring and reporting on measures of performance.
  - Clarifying the process by which a BID Association may request increases in funding to support delivery of its strategic plan and annual programme.

#### Policy

18. The policy has been updated to the new Council template and updated for plain language. Superfluous wording has been removed. Procedural content in the BID Policy that is duplicated in the BID Association Rules has been edited so that only information relevant to Council's and the BID Association's respective responsibilities under the policy are included in the policy. The Association Rules remain the same.
19. There is no change to the map for the Central City BID.
20. The policy changes incorporate all recommendations made by the Working Group:
- a) Adding a BID purpose statement (section 1).
  - b) Targeted rate inflation proofed (clause 6.6).
  - c) Addition of three independent members to the Executive Committee selected by Council on the basis of required skills (clause 3.6).
  - d) Extending the term of Executive Committee members from one to two years and limiting the number of consecutive terms that may be served by members (clause 3.6).
  - e) Requiring the Chairperson of the Executive Committee to be a member of the BID Association (clause 3.6).
  - f) Establishing a quorum which requires a majority of elected members to be present (clause 3.6).
  - g) Clarifying policy provisions relating to BID funding (clauses 6.10, 6.11 and 6.12).
  - h) Rewording of policy provisions relating to measures of performance (section 9).

21. Having considered the Significance and Engagement Policy, no further public engagement is proposed, but some targeted feedback may be beneficial, for example with the local Property Council, Chamber of Commerce and the existing HCBA Executive Committee. This feedback could be reported back to a Subcommittee meeting in April to enable a recommendation to be made to the Strategy and Policy Committee meeting on 3 May.

**22. Financial and Resourcing Implications**

23. The cost to complete this review is \$2,000 which is made up of staff time and is funded from existing budgets.

**Signatory**

|            |  |
|------------|--|
| Authoriser | Kelvyn Eglinton, General Manager City Growth |
|------------|--|

**Committee:** Strategy & Policy Committee

**Date:** 03 May 2016

**Report Name:** Age Friendly Global Network

**Author:** Deanne McManus-Emery

|   |  |
|---|--|
| <b>Report Status</b>                    | <i>Open</i>  |
| <b>Strategy, Policy or Plan context</b> | <i>Older Persons Plan</i>  |
| <b>Financial status</b>                 | <i>There is not budget allocated</i>   |
| <b>Assessment of significance</b>       | <i>Having regard to the decision making provisions in the LGA 2002 and Councils Significance Policy, a decision in accordance with the recommendations is not considered to have a high degree of significance</i> |

## 1. Purpose of the Report

2. To seek endorsement from the Strategy and Policy Committee for Hamilton to join the World Health Organisation Age Friendly Global Network (Global Network).
3. To establish a process for setting up an Age Friendly Steering Group to develop and implement an Age Friendly Plan for Hamilton.

## 4. Executive Summary

5. The Older Persons Advisory Panel recommends Hamilton join the World Health Organisation's Age Friendly Global Network and requires written support from local government to join the Network. There is no joining fee or any ongoing costs associated with joining the Global Network.
6. Hamilton would become the first city in New Zealand to join the Age Friendly Global Network. Membership would enable Hamilton City to gain access to other plans and innovations of overseas cities.
7. Development and implementation of An Age Friendly Plan will be overseen by a Hamilton Age Friendly Steering Group, appointed by Council or a delegated authority. The Steering Group will be responsible for developing a plan that provides and delivers an older person's vision for what the community can become, and ensuring, long-term community based projects will make gradual improvements to the lives of older people, and all Hamilton citizens.
8. The Global Network recognises the diversity of cities and looks to build on current age friendly programmes already in place. From Hamilton's perspective, involvement in the Global Network would build on the current Older Persons Plan.

## 9. Recommendations from Management – *Recommendation to Council*

That:

- a) the report be received,
- b) the Committee recommend to Council that Hamilton City join the World Health Organisation Age Friendly Global Network; and
- c) Council instruct the Older Persons Advisory Panel to appoint an Age Friendly Steering Group to develop an Age Friendly Plan for Hamilton.

## 10. Attachments

Attachment 1 - Background on the Age Friendly Global Network from the Office of Seniors (MSD)

Attachment 2 - Older Persons Advisory Panel - Age Concern Letter of Support for Age Friendly Application - April 2016

Attachment 3 - Older Persons Advisory Panel - Office of Seniors NZ Letter of Support Age Friendly Application - April 2016

## 11. Key Issues

### 12. Background

13. At the Older Persons Advisory Panel meeting on 12 February 2016, the following recommendation was made:
  - *To ask Hamilton City Council (HCC) to become involved with the Age Friendly Global Network; and*
  - *To select who would be invited to be members of the working/reference [steering] group, as this required a wide diversity of people who were connected to the different topics that would need to be addressed.*
14. Although a comparatively young city, Hamilton has an ageing population. Currently 11 per cent of the Hamilton population is 65 years old or older, and this is expected to increase to 16 per cent by 2031. This increase in older people is consistent with national and international demographic trends and the Age Friendly process provides an ability to recognise and plan for it on a city wide level. Providing age appropriate facilities and services in Hamilton will become more important over time, and will be the responsibility of a wide range of city based agencies and businesses.
15. *“An age-friendly city encourages active ageing by optimizing opportunities for health, participation and security in order to enhance quality of life as people age. In practical terms, an age-friendly city adapts its structures and services to be accessible to be inclusive of older people with varying needs and capacities” – World Health Organization (2007), Global Age Friendly Cities: A guide.*
16. The Global Network is an internationally recognised network of cities and communities committed to becoming age friendly, run by the World Health Organization. It is open to cities and communities to join, and aims to create accessible physical and inclusive social urban environments that promote healthy and active ageing and a good quality of life for their older residents. The Global Network includes 287 cities and communities in 33 countries, covering over 113 million people worldwide.

17. Currently no New Zealand city or community is a member of the Network. The Office for Seniors (Ministry of Social Development) and the Minister for Seniors are supportive of New Zealand cities joining the Network and will actively provide support as required through the Community Connects Age Friendly Communities programme. The Chair of the Advisory Panel and council staff have already been in contact with the Office of Seniors and received advice and documentation for progressing the application to the Global Network.
18. There is no membership fee associated with joining the Global Network. Membership of the Network is through application supported by a local authority. Hamilton City Council would need to provide written support in order for an application to be successful.
19. Joining the Global Network will also require Hamilton to establish an Age Friendly Steering Group made up of key stakeholders within the older person's community, as well as business representatives and other key agencies who deal with older people in Hamilton. This group can be appointed by council, or delegated to an appropriate authority to establish, such as the Older Persons Advisory Panel.
20. The advantages of joining the Global Network for Hamilton City would be to have an ongoing mechanism for the improvement of the quality of life for older residents; to ensure that Hamilton business is aware of the economic value of older people as consumers; and to have the general public recognise the overall value of older people through their contribution to the city's cultural heritage, to the paid and unpaid workforce, and to the traditions of the city.
21. The Steering Group would create an Age Friendly Plan for Hamilton by building on collective action and responsibility from a number of groups and agencies. The Plan would be driven by the Steering Group (informed by the community) rather than directed by Council.
22. The Global Network recognises the diversity of cities and looks to build on current age friendly programmes already in place. From Hamilton's perspective, involvement in the Global Network would build on the current Older Persons Plan, rather than replace it. The current goals of the Older Persons Plan (Accessibility, Safety and Inclusion) sit comfortably with the Global Age Friendly Network. The Older Persons Plan is *council's vision* for how they work with older people, whereas the Hamilton Age Friendly Plan would be about the *older person's vision* for what the community can become.
23. It is expected that the writing of the Hamilton Age Friendly Plan by the Steering Group will take some time. It will involve considerable consultation not only with older people themselves, but also with the various public and private organisations which deliver products or services to older people. With the acceptance of a Hamilton Age Friendly Plan by the World Health Organization, Hamilton will be accredited as an Age Friendly City as part of the Global Network.
24. The implementation of the Age Friendly Plan will be a gradual and long-term process to improve the lives for older people living in Hamilton.
25. The Steering Group would report to Council annually on the Plan's progress. The Steering Group would include representation from council.
26. Strategic alignment
27. An Age Friendly Plan would be strongly aligned with Hamilton's Older Persons Plan, adopted by Council in May 2015.
28. An Age Friendly Plan would also align with The Hamilton Plan, through the goal of "making Hamilton New Zealand's third city economy".
29. An Age Friendly Plan aligns with the government's commitment to the Positive Ageing Strategy and with the Minister for Seniors commitment to implementing age-friendly communities in New Zealand.

- 30. An Age Friendly Plan aligns with the development of the Health of Older People Strategy currently underway.
- 31. Consultation
- 32. The idea has been discussed with local older persons’ agencies, as well as at the Older Persons’ Open Forum, held on 4 April 2016 which identified strong support to join the Global Network.
- 33. Implementation
- 34. A Hamilton Age Friendly Steering Group will be established by council or delegated to an appropriate authority, such as the Older Persons Advisory Panel. Members will be a mix of older people and known city leaders in business and social services, who have an interest in older people and the longer term vision of Hamilton.
- 35. The Steering Group will be responsible for consulting with interested parties to establish the Age Friendly Plan. Such a plan will identify existing facilities and services appropriate for older people, as well as identifying any gaps, to ensure the plan works towards achieving an integrated set of age friendly facilities and services. Approximate timeframes for the project would be:
  - a) Appointing of steering group members (1 month);
  - b) Initial scoping of services and facilities available to older people in Hamilton, and identifying gaps (6 months);
  - c) Development of Age Friendly Plan for Hamilton (6-9 months, including certification process for World Health Organisation); and
  - d) Implementation of plan (ongoing with regular review and updates to the plan).

**36. Financial and Resourcing Implications**

- 37. There are no joining fees associated with the Global Network.
- 38. Given the collaborative nature of Age Friendly Plans, there are not significant resourcing concerns for Council, outside of staff time to establish and support the steering group in the early stages. It is expected that the plan will become self-sustaining and draw on the resources of various stakeholders.
- 39. At this stage of the project 60 hours of staff time has been allocated to support the establishment of a Steering Group, resulting in a cost of \$6,000.

**40. Risk**

- 41. This initiative will be community led and resourced, and it is therefore important to appoint members of the Steering Group who are committed to the Age Friendly vision. Ensuring the most appropriate people are appointed to the steering group will determine the overall success of the plan.

**Signatory**

|            |   |
|------------|---|
| Authoriser | Lance Vervoort, General Manager Community |
|------------|---|

### **What age-friendly looks like**

In an age-friendly community, older people are secure, enjoy good health and can participate fully in their community.

Age-friendly is about hearing the voice of the older person and incorporating this voice into the community through cross-sector and collaborative projects.

To become age-friendly, communities consider the environment from the perspective of the older person. The community then adapts its infrastructure and services to suit a wide range of needs and capacities.

The environment is broadly considered to be made up of social and physical elements. The social parts are our families, friends and community, which are woven together with the physical parts, such as buildings and streets.

### **Where does age-friendly come from?**

Age-friendly is a global concept developed by the World Health Organization in 2007. The Age-friendly Cities model has been adopted globally by cities in 28 countries.

### **About Community Connects**

In New Zealand, we are building a network of age-friendly communities through the Community Connects programme. The programme is an initiative of the Minister for Seniors and is led by the Office for Seniors.

Community Connects aims to increase the understanding of the age-friendly concept throughout New Zealand and to encourage central and local government to have policies that include positive ageing.

Community Connects supports communities to become age-friendly. To become age-friendly, communities create a programme of work that is informed by the people who live in the community. The community works with key community leaders, such as Council, non-government organisations (NGOs), and businesses to develop practical initiatives that work towards the goal of becoming age friendly.

## 1. The age-friendly process

When a community decides to become age-friendly, they follow a four-step process. The approach and decisions each community makes will differ. The differences are because each community is unique – from the population, the geography, the strengths within the community at the time and the local policies.

### Step 1: Define the community

- Each community decides what area they will cover – such as a neighbourhood, town or region
- Set up an age-friendly steering group or trust
- Decide who will be in the group and the terms of reference
- Decide how funding will be managed
- Consider key stakeholders including seniors, business people, council members, health care providers, cultural representatives and organisations that actively work with seniors
- Get local government to pass a resolution to support an age-friendly community.

### Step 2: Evaluate the community

- Gather information from the community about what is working well and what the gaps and opportunities are
- Consider which techniques or combination of techniques would work best for your community, such as a survey, interviews, focus groups, a forum.

### Step 3: Develop an action plan

- Prioritise the changes that are needed in the community
- Consider who will undertake the initiatives, based on the current strengths in the community and on the project group, and whether subgroups will need to be developed
- Identify any funding requirements
- Create a timeline
- Consult with stakeholders, including local council, to ensure the plan is feasible.

### Step 4: Implement and evaluate the actions

- Assign a project lead and a team to work on the initiative
- Identify sources of funding and develop a business case
- Identify the decision makers and stakeholders who will be involved or informed
- Plan an evaluation phase, to identify what went well and what could be improved.

## 2. Eight age-friendly themes

Communities identify projects that are generally in eight themes that reflect social and physical parts of an age-friendly community.

The themes have been adapted from the WHO Age-friendly Cities model (2009) to reflect the New Zealand context for the Community Connects programme.

These themes can be used to identify projects for communities, help identify stakeholders for projects, and to help identify areas of interest in the community. The community can choose if it wants to get involved in one or more areas.

It is important to note that projects often encompass more than one area. For example, improving access to a service may include aspects of: communication and information, transport, community support and health services.

### **Social participation**

Older people can interact with family and friends and also with people in the wider community in which they live

### **Respect and social inclusion**

The community reflects its respect for older people and their role in society with positive examples of ageing and inter-generational understanding.

### **Communication and information**

Communication and information about events and important services are easy for people to access and reflect the diversity of the community.

### **Employment and community involvement [WHO model: civic participation and employment]**

Older people are considered productive in the workplace, and are actively involved in the community through volunteering, supporting local events and taking part in local politics.

### **Outdoor spaces and public buildings**

The community has places to enjoy and be part of outdoor activities that are safe and are easy to access.

### **Transport**

Everyone's needs are considered when it comes to footpaths, road signs, traffic lights, and public transport.

### **Community support and health services**

Community-related services and health promotion support older people's physical and mental well-being, and promote healthy behaviours and life choices.

### **Ageing in place and housing [WHO model: Housing]**

Older people are encouraged to live in their own homes or have a choice of housing that is appropriate and affordable, with a design for all ages.



Colleen Joblin  
President  
Age Concern Hamilton  
Celebrating Age Centre  
30 Victoria Street  
Hamilton 3204

18<sup>th</sup> April 2016

Jan White  
Older Persons' Advisory Panel  
Hamilton City Council  
Private Bag 3010  
Hamilton 3240  
New Zealand

**Re: Letter of Support – Member of the International Network of Age Friendly Cities**

Dear Jan,

Please accept this letter as a letter of support for Hamilton City Council to be considered and accepted as a Member of the International Network of Age Friendly Cities. The Older Persons' Advisory Panel as part of the Hamilton City Council is an important mechanism through which the voices and the needs of the older person can be integrated into policy.

Age Concern Hamilton believes that Hamilton is a city that enables people of all ages to actively participate in community activities. Hamilton is a city where it is easy for all people to stay connected with each other, accessible for people to stay active and healthy, and that those who can no longer look after themselves are able to live in an environment with enjoyment and dignity.

Age Concern Hamilton strongly supports Hamilton City Council becoming a member of the International Network of Age Friendly Cities.

Yours sincerely

Colleen Joblin  
President – Age Concern Hamilton

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Office for Seniors  
Te Tari Kaumātua

Administered by the Ministry of Social Development

18 April 2016

Peggy Koopman-Boyden  
Chair, Older Person's Advisory Panel  
Hamilton City Council  
Private Bag 3240  
Hamilton 3240

Dear Peggy

**Hamilton becoming a part of WHO's Global Network of Age-friendly Cities and Communities**

I am writing to support the Older Person's Advisory Panel in your promotion of Hamilton city becoming a member of the World Health Organization's Global Network of Age-friendly Communities and Cities (the Global Network). An age-friendly community is one where we can live well and age well. As such, it requires the involvement of many component parts – central and local government, business, and the non-government and community sector.

Hamilton is well placed to achieve an age-friendly status. In part, this is a natural extension of Hamilton's commitment to hearing the voice of older people through the Hamilton City Council's Older Person's Advisory Panel. We agree that identifying ways to become age-friendly and to incorporate the voice of older people is of value and that it aligns with our Community Connects programme of work.

The Office for Seniors is supporting community leaders who are committed to their communities becoming age-friendly to develop practical initiatives that work towards that goal. This programme is currently being adapted from the World Health Organization's Age-friendly City model and will reflect a New Zealand approach.

Joining the Global Network provides opportunities to connect with communities from around the world and to learn and share experiences. It will also give Hamilton City an international profile that is highly respected.

At this stage, no other New Zealand city or community is a member of the Global Network or has a similar commitment – in this respect, Hamilton City Council and the Older Person's Advisory Panel will be at the forefront of developments.

I look forward to hearing about the Panel's progress.

Yours sincerely

Sarah Clark  
Director

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**Committee:** Strategy & Policy Committee

**Date:** 03 May 2016

**Report Name:** Social Wellbeing Indicator Report

**Author:** Deanne McManus-Emery

|   |  |
|---|--|
| <b>Report Status</b>                    | <i>Open</i>  |
| <b>Strategy, Policy or Plan context</b> | <i>Hamilton Plan</i>   |
| <b>Financial status</b>                 | <i>There is not budget allocated</i>   |
| <b>Assessment of significance</b>       | <i>Having regard to the decision making provisions in the LGA 2002 and Councils Significance Policy, a decision in accordance with the recommendations is not considered to have a high degree of significance</i> |

## 1. Purpose of the Report

- The purpose of this report is to provide Council with an update on the feedback received from elected members that will inform the final Social Wellbeing Indicator Report.

## 3. Executive Summary

- The Social Wellbeing Indicator Report will provide the impetus for the Community Forum Subcommittee to engage and lead strategic, targeted discussions with a range of key stakeholders on emerging issues and will provide a benchmark to measure social wellbeing in Hamilton City.
- The proposed Social Wellbeing Indicator report has been updated as a result of the feedback received from elected members.
- Council will receive the inaugural Social Wellbeing Indicator Report in February 2017. This will be supported by additional material that will provide context to the social indicators, outlining where the data has been collected from, the frequency of when the data will be updated and will identify how the Social Wellbeing Indicator Report will be used by Council going forward.

## 7. Recommendations from Management

That:

- The report be received;
- The Strategy and Policy Committee approves the final content to be included in the Social Wellbeing Indicator Report; and
- Staff report the first Social Indicator Report to Council in February 2017.

## 8. Attachments

- There are no attachments for this report.

## 10. Key Issues

### 11. Background

12. The Strategy and Policy Committee meeting of 8 December 2015 resolved to replace the Social Wellbeing Strategy with a Social Wellbeing Indicator Report, supported by the following resolution:

*That a Social Wellbeing Indicator Report is developed to present key features of the Quality of Life survey and presented at the Strategy and Policy Committee in May 2016.*

13. A briefing occurred at the Community Forum Subcommittee on 17 February 2016 to gain further Elected Member input, the following resolutions were passed relating to the Social Wellbeing Indicator Report:

*That:*

- a) *The report is received; and*
  - b) *The draft Social Wellbeing Indicator Report be amended to reflect Elected Members' feedback prior to being reported to the Strategy and Policy Committee on 3 May 2016 for approval.*
14. Feedback received from elected members has been considered and will be included in the final Social Wellbeing Indicator Report.
15. Council will receive the inaugural Social Wellbeing Indicator Report in February 2017.
16. The content of the Social Wellbeing Indicator Report will include the following data sources as outlined below.

|                            | Measures  | Source  |
|----------------------------|---|---|
| <i>Demographic:</i>        | Proportion of Hamilton population who identify as NZ European, Māori, Pacific, Asian, MELAA or Other, compared to New Zealand.<br>Gender, median age and age distribution for Hamilton compared to New Zealand. | Census 2013, these figures will be updated via Stats NZ projections on an annual basis. |
| <i>Social connections:</i> | Amount of contact (in person or via other means) and satisfaction, self-identified levels of social isolation and barriers to contact with friends and family.  | Quality of Life Survey, conducted biannually, next available report in late 2016.       |
| <i>Telecommunication:</i>  | Levels of access to home phone, cellphone and internet, compared to New Zealand.  | Census 2013, conducted 5-year, next available report in early 2019.                     |
| <i>Education:</i>          | Performance of primary school students in reading, writing and mathematics – Hamilton compared to New Zealand.<br>Secondary school leavers' achievement rate, Hamilton compared to New Zealand.                 | Ministry of Education, "Education Counts" statistics, updated annually.                 |
|                            | Percentage of population with a bachelor degree, proportion of children starting school who have attended early childhood education, Hamilton compared to New Zealand   | Census 2013, conducted 5-year, next available report in early 2019.                     |

|                          | Measures  | Source  |
|--------------------------|---|---|
| <i>Employment:</i>       | Unemployment rate, Hamilton compared to New Zealand.  | Statistics NZ, updated quarterly.   |
| <i>Housing:</i>          | Number of new housing consents and new dwellings in Hamilton, annual figures compared with previous years.      | Hamilton City Council internal data, updated annually.                            |
|                          | Number of applicants from Hamilton on the NZ social housing register.   | Ministry of Social Development, Updated quarterly.                                |
|                          | Proportion of residents who own their own home compared to New Zealand  | Census 2013, conducted 5-year, next available report in early 2019.               |
| <i>Crime and Safety:</i> | Amount of tagging removed, annual comparisons.  | HCC internal figures from Tagbusters.   |
|                          | Self-perceived safety in the CBD.   | City Safety Survey responses, conducted twice annually.                           |
|                          | Feelings of safety and self-assessed victims of crime, Hamilton compared with other councils.                   | Quality of Life Survey, conducted biannually, next available report in late 2016. |
| <i>Health/Wellbeing:</i> | Water Quality in Hamilton.<br>Number of new liquor licenses granted.  | HCC data, updated annually.   |
|                          | Number of births, life expectancy, smoking rates, Hamilton compared to New Zealand.                             | Census 2013. Some data updated through projections annually.                      |
|                          | Proportion of residents who are engaged in regular physical activity.   | Quality of Life Survey, conducted biannually, next available report in late 2016. |
|                          | Class 4 gambling machines and profits from machines in Hamilton and New Zealand.                                | Department of Internal Affairs data, updated quarterly.                           |
|                          | Emergency Department visits per 1000 people, Hamilton compared to the Waikato average.                          | Waikato DHB. Updated annually.  |
| <i>Civic Engagement:</i> | Voter turnout at local government elections.  | Electoral Commission, updated at each election.                                   |
|                          | Number of residents gaining citizenship, annual comparison.   | HCC figures, updated annually.  |
| <i>Infrastructure:</i>   | Total reserve space.<br>Proportion of houses within 600m of a bus stop.<br>Kilometers of cycleways in Hamilton. | HCC data, updated annually.   |

17. Strategic alignment
  18. The report aligns with the Hamilton Plan and Ten Year Plan.
  19. Consultation
  20. Staff have engaged with the partners that contributed to the Social Wellbeing Strategy, to discuss the new approach. The response has been both positive and supportive as the new approach will provide useful information for all stakeholders.
- 21. Financial and Resourcing Implications**
22. 120 hours of staff time have been allocated to the development and production of the Social Wellbeing Indicator Report, this results in a budgeted cost of \$12,000.
- 23. Risk**
24. No identified risk.

### **Signatory**

|            |   |
|------------|---|
| Authoriser | Lance Vervoort, General Manager Community |
|------------|---|

**Committee:** Strategy & Policy Committee

**Date:** 03 May 2016

**Report Name:** Six Monthly Report from the  
Chair of the Business and  
Investment Subcommittee

**Author:** Brendan Stringer

|               |             |
|---------------|-------------|
| <b>Status</b> | <i>Open</i> |
|---------------|-------------|

The Six Monthly Report from the Business and Investment Subcommittee Chair was deferred from the Strategy and Policy Committee Meeting on 22 March 2016.

## Recommendation

That the Business and Investment Subcommittee Chairperson's Report from August 2015 to January 2016 be received.

### 1. Attachments

2. Attachment 1 - Six-Monthly Business and Investment Subcommittee Chairperson's Report



## **Business and Investment Subcommittee Chairperson's Report**

March 22, 2016

**1. THIS IS THE SIX MONTHLY CHAIRPERSON'S REPORT TO THE STRATEGY AND POLICY COMMITTEE OF COUNCIL.**

**2. SUBCOMMITTEE MEETINGS SINCE LAST REPORT:**

- 15 September 2015; and
- 9 October 2015; and
- 18 November 2015

These are the meetings for the reporting period up until January 2016.

The Agendas and Open Minutes of the Meetings can be found here:

<http://www.hamilton.govt.nz/our-council/meetings-and-minutes/Pages/default.aspx>

**3. UPDATE ON THE SUBCOMMITTEE'S WORK PROGRAMME**

The Central City Transformation Plan has been completed and approved by Council.

The following policy reviews have been completed and recommendations made to the Strategy and Policy Committee: Street & Directional Signage (deleted), Gateways Policy and Street Beautification Policy incorporated into one policy and updated, and Public Places Policy and Bylaw have been approved by Council.

The Subcommittee received updates on the Council owned key sites, including Beggs Wiseman Building which was approved by Council for sale and VOTR. The Subcommittee members participated in a workshop on the VOTR site.

The Subcommittee is currently reviewing the Business Improvement District Policy and expects to make recommendations to the Strategy and Policy Committee at its May meeting. Work has started on review of the Municipal Endowment Policy.

Hamilton Waikato Tourism and HCBA presented their annual reports for the 2015 year.

Hamilton's quarterly economic indicators report for September and December have been published on the Council's website.

**4. MAJOR ACHIEVEMENTS**

Approval of the CCTP. This was as significant piece of work for the Subcommittee.

**5. EMERGING ISSUES**

None.

**6. RECOMMENDATIONS**

That the Business and Investment Subcommittee Chairperson's Report from August 2015 to January 2016 be received.

Her Worship the Mayor Hardaker  
Chairperson Business and Investment Subcommittee

**Committee:** Strategy & Policy Committee      **Date:** 03 May 2016  
**Report Name:** Regional Strategic Round up report      **Author:** Susan Henderson

|   |  |
|---|--|
| <b>Report Status</b>                    | <i>Open</i>  |
| <b>Strategy, Policy or Plan context</b> | <i>Future Proof, Waikato Mayoral Forum.</i>  |
| <b>Financial status</b>                 | <i>There is budget allocated.</i>  |
| <b>Assessment of significance</b>       | <i>Having regard to the decision making provisions in the LGA 2002 and Councils Significance Policy, a decision in accordance with the recommendations is not considered to have a high degree of significance</i> |

## 1. Purpose of the Report

- To update elected members on HCC's involvement in regional and sub-regional planning partnerships through our commitments to the Upper North Island Strategic Alliance, Waikato Mayoral Forum, Waikato Plan, Future Proof, and strategic waters matters.

## 3. Executive Summary

### 4. UNISA

- The Governance Group meeting scheduled for the 1<sup>st</sup> of April 2016 was cancelled with the next meeting set for the 24<sup>th</sup> of June 2016.
- The Skills and Value Chain project, looking at constraints to and opportunities for the growth of key sectors in the upper North Island economy, is to be finalised and presented to the Governance Group at the next meeting.
- The development of scenario mapping tools at an upper North Island scale, which would assist in understanding the ramifications of future development and growth from a social, environmental and economic perspective, is to be reported back to the Governance Group at a later date.

### 8. Mayoral Forum

- The current areas of focus for the Mayoral Forum are the Waters CCO investigations, the Policy and Bylaw workstream, the Waikato Road Asset Technical Accord, the Waikato Economic Development Strategy and the Waikato Plan.
- Waters CCO
- In late 2015, having considered the report from Cranleigh, the three councils each resolved to form a new Waters Governance Group. This group, made up of nine elected members, will look at a range of governance, decisions making, shareholding and transition issues considered fundamental to the forming (or not) of any Waters CCO. Meetings of the group have commenced to work through these issues and a consensus agreement is intended to be provided by the end of June.

12. Policy/Bylaws

13. The first bylaw to be considered in this work stream will relate to Easter trading hours, should the current Bill before parliament be enacted into legislation. A collaborative process will be set up across the region to ensure each council is kept up-to-date with the project as it progresses. Work on the development of a Regional Infrastructure Technical Specification (RITS) has commenced and nine of the region's councils are involved in the process (excluding TCDC).

14. Roading

15. The RATA project was scheduled to end on 30 June 2016, but due to its success, the LASS Board and Mayoral Forum have decided that it should be made a permanent unit. A separate report on this will be brought to the Finance Committee on the 19th of May.

16. Economic Development

17. The Economic Development Strategy was released in 2014, seeking to help the Waikato realise its economic potential. The Strategy is now in its implementation phase. An implementation plan was agreed and an implementation governance group was appointed in 2015.

18. Waikato Plan

19. The Waikato Plan Joint Committee was presented with a draft strategic direction summary document for consideration at their meeting on 22 February 2016. The Joint Committee provided feedback on the draft, and the summary document will be further amended to take account of the feedback.

20. The full Waikato Plan is due for completion by September 2016, with consultation and final adoption scheduled for February – April 2017 (after local body elections), with implementation occurring from mid-2017.

21. Future Proof

Work on Future Proof implementation and the Future Proof update continues. The full draft updated Strategy is expected to be complete by August 2016 and released for public feedback in early 2017.

22. Strategic Waters

The Healthy Rivers Plan Change is scheduled for notification in July. A Councillor briefing with Local Government Representative on the Collaborative Stakeholder Group, Sally Davies, is scheduled for May. A Council submission on the Ministry for the Environment's Consultation Document 'Next Steps for Freshwater' is being considered and will be reported separately. The Waikato Regional Council has prepared a consultation document called 'Let's Talk Water'. This will lead to a Waikato regional freshwater issues and opportunities document that will identify possible principles, processes and mechanisms to ensure water in the Waikato region is managed sustainably into the future.

### **23. Recommendation from Management**

That the report be received.

### **24. Attachments**

25. There are no attachments for this report.

## 26. Key Issues

### 27. Upper North Island Strategic Alliance (UNISA)

#### 28. Strategic Outcomes sought from UNISA involvement

29. *The overall objective is to maximise sustainable development opportunities for all of the upper North Island and its contribution to New Zealand. There is a focus on seeking to recognise and utilise the strengths of each region.*

#### 30. Work Update: Skills and Value Chain project

31. The Skills and Value Chain project has built on findings from earlier UNISA work to identify the emerging constraints to, and opportunities for, growth of key sectors of the upper North Island economy, associated with the supply of, and demand for, appropriate labour and changing demographics. This will then identify actions that UNISA can take or champion to improve the productivity of key sectors. It will also allow UNISA to understand the extent to which the upper North Island operates as an economic unit and as a result the extent to which it is important that industry development and transport decisions are made within an upper North Island context for the success of New Zealand and individual regions and cities.

32. The project was due to be reported to the Governance Group on 1 April 2016 however following feedback from the Chief Executives it was agreed that the project would be presented to the Governance Group at the 24 June 2016 meeting following the completion of the final phase of the project which involves the assessment of existing and proposed skills/labour initiatives relevant to each sector and whether or not they will be sufficient to meet the forecasted demand-supply gaps.

#### 33. Work Update: Scenario Modeling Project

34. A feasibility study for an Upper North Island Integrated Scenario Explorer, based on similar models developed for Waikato, Wellington and Auckland has been undertaken. The Technical Officers provided feedback on the feasibility study to the Chief Executives who recommended that any further discussions on the need for an Upper North Island Integrated Scenario Explorer should be delayed until such time as the issues around purpose, scope, governance, IP, cost/benefit and funding have been clarified and that the incoming UNISA members having clarified their interest and priorities. The Chief Executives did however note that in the interim both the Auckland and Waikato models should be demonstrated to the Bay of Plenty councils and that the Technical User Group should continue to be coordinated by Waikato Regional Council.

### 35. Mayoral Forum

#### 36. Strategic Outcomes Sought from Mayoral Forum Involvement

37. *The Waikato Mayoral Forum (which includes local mayors and the regional council chair) is in the process of implementing an integrated work programme over three years which seeks to boost the regional economy and deliver multi-million dollar cost savings through collaboration. The current areas of focus are the Waters CCO investigations, the Policy and Bylaw workstream, the Waikato Road Asset Technical Accord, the Waikato Economic Development Strategy and the Waikato Plan.*

#### 38. Waters CCO

39. This workstream is investigating options for the strategic delivery of core water, wastewater and stormwater services in a way that provides the best overall option for the sustainable delivery of high quality services.

40. In late 2015, having considered the report from Cranleigh, the three councils each resolved to form a new Waters Governance Group. This group, made up of nine elected members, have commenced looking at a range of issues considered fundamental to the forming (or not) of any CCO.
41. The output of this phase of the project is intended to be a consensus agreement adopted by each of the three Councils and clear information to the public concerning how a Waters CCO could operate in the Waikato sub-region. It is intended that the information developed will be sufficient to inform a formal Statement of Proposal, should the three Councils choose to proceed to formal public consultation. The consensus agreement is intended to be provided by the end of June 2016.
42. Local Authority Shared Services (LASS) Policy/Bylaw work stream – Phase II
43. To achieve greater consistency and alignment of policies and bylaws across the region, a Mayoral Forum workstream was created with a specific focus of trying to standardise the approach to policy and bylaw making across the region, and where possible, highlight policies or bylaws that could be region wide. This ultimately would make local authorities easier to do business with and make it easier for the public to engage with each Council.
44. The current focus for the project is on bylaws. The first bylaw to be considered will relate to Easter trading hours, should the current Bill before parliament be enacted into legislation. Initial conversations are underway to develop a collaborative process that will ensure all councils are involved and kept up-to-date with the project as it progresses.
45. The development of a Regional Infrastructure Technical Specification (RITS) is a key project identified by the Waikato Mayoral forum, led by the Policies and Bylaws work stream. Work has commenced, with funding provided through Local Authority Shared Services (LASS). The project is being led by an independent project manager, and 9 of the region's 10 councils are involved (with TCDC deciding not to participate further). In February, participating councils were requested to review the Hamilton ITS (on which the RITS will be based) and feedback is still being received. The project completion date has been pushed out to December 2016.
46. Roading
47. The Waikato Road Asset Technical Accord (RATA) is the Waikato Mayoral Forum 'Centre of Excellence' for strategic asset management for roading in the Waikato Region. RATA commenced work in July 2014 with an agreed vision of 'achieving best practice road asset management collaboration'.
48. The RATA project was scheduled to end on 30 June 2016, but due to its success, the LASS Board and Mayoral Forum have decided that it should be made a permanent unit. A separate report on this will be brought to the Finance Committee on the 19<sup>th</sup> of May.
49. Economic Development
50. The Economic Development Strategy was released in 2014, seeking to help the Waikato realise its economic potential. The Strategy is now in its implementation phase. An implementation plan was agreed and an implementation governance group was appointed in 2015.
51. Waikato Plan
52. Strategic Outcomes sought from Waikato Plan involvement
53. *The Waikato Plan will define a long-term strategic direction for the region as a whole. It will identify priorities for action and investment across the Waikato. It will identify opportunities for working together, and enable Local Government to communicate with Central Government using 'one voice' to target resources and investment efficiently.*

54. The Waikato Plan Joint Committee held their most recent meeting on 18th April 2016.
55. The Committee was presented with a draft strategic direction summary document for consideration in February, and a further draft in April. The key priorities for the Plan were agreed as:
- Responding to Population Change
  - Building Connections
  - Partnering with Iwi; and
  - Addressing water quality and allocation
56. Work to appoint Iwi representatives to the Joint Committee has been progressed. At their last meeting, the Chief Executives' Steering Group expressed a preference to approach the Trust Board Chairs for appointment to the Joint Committee. Invitations have been issued to Trust Board Chairs to participate in the Waikato Plan. A series of hui will be held between April and June to discuss and agree Joint Committee representation.
57. The Waikato Plan is progressing three initial projects. These are looking at opportunities for aligned planning (specifically in the resource consent area), addressing population decline, and connecting the wider Waikato with Hamilton. The conclusions from the aligned planning project were presented to the Joint Committee at the April Meeting and the Committee resolved to develop an action plan through the CE Steering Group. The project to address population decline is focusing on the roll out of technology health services in conjunction with the DHB and South Waikato District Council. Initial meetings have been held between key stakeholders. The Waikato connecting with Hamilton project is being progressed by Hamilton's Mayor and a meeting with key stakeholders has been held.
58. The second meeting of the Strategic Partners' Forum was held on 12 April where the Project Advisors discussed the strategic direction summary document and progress on the Plan's initial projects with key stakeholders. The group's feedback was communicated to the Joint Committee at their April meeting. The group contains representatives from the tertiary education sector, environmental groups, business groups and the farming sector, and the creative and sports sectors.
59. The full Waikato Plan document is due for completion by September 2016, with consultation and final adoption scheduled for February – April 2017 (after local body elections), with implementation occurring from mid-2017.
60. The Project Advisor has advised that the Plan will be completed within the existing budget and that no additional funds will be sought from the project partners. There will be a focus on using as many internal resources as possible from partner councils to complete the work.
61. **Future Proof**
62. Strategic Outcomes sought from Future Proof involvement
63. *The Strategy is a broad scale, long-term, integrated land-use and infrastructure strategy prepared under the Local Government Act 2002. The Strategy provides a framework for co-operatively managing growth and setting goals for future implementation. The importance of Hamilton as the major growth area for the sub-region is a core part of the Strategy. The Strategy seeks to ensure the costs and resources required to fund and manage infrastructure, such as transport, wastewater, stormwater, recreation and cultural facilities, are identified and provided for.*

64. Future Proof Update
65. The Future Proof update is continuing. The Future Proof Implementation Committee recently considered the growth management assumptions, drivers and influences, and guiding principles for the Strategy. The full report can be found at:  
<http://www.futureproof.org.nz/file/future-proof-implementation-committee-workshop-agenda-1-march-2016.pdf>.
66. The Future Proof Implementation Committee meets again on the 27<sup>th</sup> of April to discuss the settlement pattern for Future Proof. Due to the timing of this report, an update on the 27<sup>th</sup> of April meeting will be provided in the next Strategic Roundup report.
67. It is anticipated that a report will be presented to this committee in June to consider Council's input and position on various matters for the Future Proof update.
68. Work Update
69. Future Proof continues to be involved in a number of regulatory processes including the Hamilton City Council Proposed District Plan appeals, and an appeal in Waikato District.
70. Future Proof has provided feedback to the Auckland Transport Alignment Project (ATAP), a joint project involving Auckland Council, the Ministry of Transport, Auckland Transport, the NZ Transport Agency, the Treasury and the State Services Commission. This work will identify a preferred approach for developing Auckland's transport system over the next 30 years. Future Proof is interested in supporting the ATAP initiative in order to keep a focus on cross boundary issues.
71. **Strategic Waters Matters**
72. *Strategic Outcomes sought from involvement in strategic waters matters*
73. *It is important for Hamilton City Council to ensure the interests of its communities are taken into account in the various processes underway. Linkages between the various work underway in Future Proof, the Mayoral Forum (Waters CCO investigations), the Healthy Rivers Plan Change, and other strategic waters matters need to be considered in an integrated way.*
74. Healthy Rivers Plan Change/Wai Ora: He Rautaki Whakapaipai
75. Healthy Rivers: Plan for Change/Wai Ora: He Rautaki Whakapaipai is working with stakeholders via a Collaborative Stakeholder Group, to develop changes to the Regional Plan to help restore and protect the health of the Waikato and Waipa rivers. The Plan Change will help achieve reduction, over time, of sediment, bacteria and nutrients (nitrogen and phosphorus) entering water bodies (including groundwater) in the Waikato and Waipa River catchments in order to address the statutory requirements of the Vision and Strategy for the Waikato and Waipa Rivers.
76. A briefing for Councillors with the Local Government Representative on the Collaborative Stakeholder Group, Sally Davies, will occur on the 17<sup>th</sup> of May.
77. The Ministry for the Environment's Consultation Document 'Next Steps for Freshwater'
78. The Consultation Document is seeking feedback on proposed changes to the way freshwater is managed. These reforms aim to improve our management of freshwater to deliver better environmental and economic outcomes and better outcomes for iwi. A Council submission on this document is being considered and will be reported separately.

79. The Waikato Regional Council's Consultation Document 'Let's Talk Water'
80. The Waikato Regional Council has prepared a consultation document called 'Let's Talk Water'. This will lead to a Waikato regional freshwater issues and opportunities document that will identify possible principles, processes and mechanisms to ensure water in the Waikato region is managed sustainably into the future.
81. The Waikato Regional Council's consultation document called 'Let's Talk Water' will:
- Look at all the different uses for freshwater;
  - Consider what the possible tools and mechanisms could be to enable smarter water management in the region;
  - Help to develop a potential future framework for the most efficient allocation of water;
  - Be adaptable to the changing environmental and economic circumstances;
  - Identify gaps in the knowledge required to successfully manage freshwater for the community; and
  - Identify possible legislation changes, data collection and management, and technology options for the most efficient management of water.
82. The Regional Council anticipates that an issues and opportunities document will be prepared by June.

### **83. Financial and Resourcing Implications**

84. There are allocated budgets for Future Proof and UNISA for the 2015/16 year:
- Future Proof:       \$159,250
  - UNISA:               \$75,000
85. The Waikato Plan requires no funding from HCC in the 2015/16 year, apart from staff input to the project.
86. The Waters CCO project budget is \$175,000 for the next phase – this was the subject of a report to Council on 29 October 2015.
87. The contributions to the other Mayoral Forum projects are RATA \$22,606 and Policy/Bylaw \$10,000.
88. The RATA contribution will be the subject of a Finance Committee report in May.

### **89. Risk**

90. The Future Proof risk register is monitored and regularly updated. Additionally, in relation to Future Proof, UNISA, Waikato Mayoral Forum, Waikato Plan and strategic waters projects, this report is for information purposes only so there is no decision-making risk at this stage.

### **Signatory**

|            |  |
|------------|--|
| Authoriser | Kelvyn Eglinton, General Manager City Growth |
|------------|--|

**Committee:** Strategy & Policy Committee      **Date:** 03 May 2016  
**Report Name:** Policy and Bylaw Review      **Author:** Julie Clausen  
 Programme Update

|   |  |
|---|--|
| <b>Report Status</b>                    | <i>Open</i>  |
| <b>Strategy, Policy or Plan context</b> |  |
| <b>Financial status</b>                 | <i>This review is part of the operational budget of the Strategy Programme</i>   |
| <b>Assessment of significance</b>       | <i>Having regard to the decision making provisions in the LGA 2002 and Councils Significance Policy, a decision in accordance with the recommendations is not considered to have a high degree of significance</i> |

## 1. Purpose of the Report

- To provide an update on the policy and bylaws review work programme.

## 3. Recommendation from Management

That the report be received.

## 4. Attachments

- Attachment 1 - Attachment 1 - Current Policies, New/Reviews Completed as at 30 April 2016
- Attachment 2 - Attachment 2 - Policies Scheduled for Review
- Attachment 3 - Attachment 3 - Deleted or Retired Policies since October 2013
- Attachment 4 - Attachment 4 - Bylaws as at 30 April 2016

## 9. Policy Review

10. This work programme commenced in October 2010 and at that date there were 136 policies. Councillors have received updates on the reviews in reports to this Committee on April 2014 and 7 July 2015.

11. Progress on the policy review is summarized in the table below:

|  |            |
|--|------------|
| <b>Number of policies at October 2010</b>                            | <b>136</b> |
| <b>Number of policies deleted since 2010 (42 deleted since 2013)</b> | <b>93</b>  |
| <b>Number of policies in March 2016</b>                              | <b>43</b>  |

12. The status of the 43 active policies is:

- 29 are current;
- 12 are either under review or scheduled for review; and
- 2 are on hold.

| Status  | Policy Name  |
|---|--|
| On Hold (2)   | Earthquake Prone, Dangerous and Insanitary Buildings               |
|   | Speed Management Policy  |
| Under Review (10)   | Gambling – Board (T.A.B) Venue Policy                              |
|   | Gambling – Class 4 Gambling Venue Policy                           |
|   | Business Investment District (BID) Policy                          |
|   | Development Contribution Policy                                    |
|   | Growth Funding Policy  |
|   | Municipal Endowment Fund Investment                                |
|   | Free holding of Council Domain & Municipal Endowment Leases Policy |
|   | Property Sale & Disposal Policy                                    |
|   | Risk Management Policy   |
|   | Disability Policy  |
| Review to Commence (2)  | Citizens Initiated Referenda                                       |
|   | Roads, Reserve and Park Naming Policy                              |
| On Appeal (1)   | Provisional Local Alcohol Policy                                   |
| To be deleted October 2016 and replaced with Elected Members Support Policy (4) | Elected Members Expenses and Allowances Policy                     |
|   | Elected Members IT Policy  |
|   | Councillor Attendance at Conferences, Seminars and Training Policy |
|   | Elections – Communications with the Public Policy                  |

13. Attached are the following:

- Current Policies – New/Reviews Completed as at 30 April 2016 - Attachment 1
- Policies Scheduled for review – Attachment 2
- Policies deleted since October 2013 – Attachment 3

#### 14. Bylaw Review

15. Under the Local Government Act 2002, bylaws must be reviewed within 5 years from the date the bylaw was made. Some bylaws have specific timeframes set out in separate legislation (for example, the Sale of Alcohol Act).
16. Attachment 4 lists the current bylaws as at 30 April 2016 and their future review date.
17. There is one bylaw currently under review – the Trade Waste and Wastewater Bylaw.

#### 18. Policy and Bylaw Information

19. By the end of May, staff will have completed the transition of all policies into the current template and updated the website to ensure all policy and bylaw information is up to date and easily accessible to the public.

(<http://www.hamilton.govt.nz/our-council/policies-bylaws/bylaws/Pages/default.aspx>).

20. The Policy and Bylaw Manual will be provided to Councillors at the end of May.

#### 21. Financial and Resourcing Implications

22. The cost for the review of the bylaws and policies is already budgeted for within the Strategy programme and the operational units' programmes.

#### 23. Risk

24. There are no risks associated with this reports. Risks associated to each policy or bylaw review are presented in the report relating to the policy or bylaw.

#### Signatory

|            |  |
|------------|--|
| Authoriser | Sean Hickey, General Manager Strategy and Communications |
|------------|--|

| CURRENT POLICIES – NEW/REVIEWS COMPLETED  | GROUP   |
|---|---|
| Appointment and Remuneration of Board members of CO, CCOs and CCTOs   | City Growth   |
| City Honours Policy   | Corporate   |
| Community Assistance Policy   | Community   |
| Community Occupancy Policy  | Community   |
| Dog Control Policy  | City Growth   |
| Elected Members Support Policy – to become active on 8 October 2016   | Corporate   |
| Event Sponsorship Policy  | H3 & Events   |
| External Funding Applications Policy  | Community   |
| Gateways Policy   | City Infrastructure   |
| International Relations Policy  | Corporate   |
| Provisional Alcohol Policy  | City Growth   |
| Psychoactive Substances Policy  | City Growth   |
| Public Places Policy  | City Growth   |
| Service Connection and Charging for Three Waters Policy   | City Infrastructure   |
| Significance & Engagement Policy  | Corporate   |
| Smokefree Environments Policy   | City Growth   |
| Streetscape Beautification & Management Policy  | Community/City Infrastructure   |
| 10 Year Plan Policies*: <ul style="list-style-type: none"> <li>• Rating Policy (includes Rates Remissions and Postponement)</li> <li>• Revenue and Financing Policy</li> <li>• Funding Needs Analysis Policy</li> <li>• Investment and Liability Policy</li> </ul> <small>*These are reviewed during the 10 year plan decisions</small> | Corporate   |
| Elected Member Policies: <ul style="list-style-type: none"> <li>• Code of Conduct</li> <li>• Corporate Hospitality and Entertainment Policy</li> <li>• Delegations Policy</li> <li>• Standing Orders</li> </ul>   | Corporate   |
| Policies current until 8 October 2016: <ul style="list-style-type: none"> <li>• Elected Members Expenses and Allowances Policy</li> <li>• Elected Members IT Policy</li> <li>• Councillor Attendance at Conferences, Seminars and Training Policy</li> <li>• Elections – Communication with the Public Policy</li> </ul>                | Replaced with new policy 'Elected Members Support Policy' to commence on 8 October 2016 |

| CURRENT POLICIES – UNDER REVIEW                                   | CURRENT STATUS   |
|---|--|
| Gambling: Class 4 Gambling Venue Policy                           | Reporting to May 2016 Council meeting  |
| Gambling: Board (T.A.B) Venue Policy                              | Reporting to May 2016 Council meeting  |
| Business Improvement District Policy (BID)                        | Business & Investment Subcommittee has completed review and recommendation to S&P in May 2016            |
| Development Contributions Policy                                  | Working Group established with Council and Property Council members, reporting to S&P in June 2016       |
| Growth Funding Policy   | Working Group established with Council and Property Council members, reporting to S&P in June 2016       |
| Municipal Endowment Fund Investment Policy                        | Business & Investment Subcommittee has commenced review. Reporting to S&P in June 2016                   |
| Freeholding of Council Domain & Municipal Endowment Leases Policy | Business & Investment Subcommittee has commenced review. Reporting to S&P in June 2016                   |
| Property Sale & Disposal  | Business & Investment Subcommittee has commenced review. Reporting to S&P in June 2016                   |
| Risk Management Policy  | Audit & Risk currently reviewing   |
| Disability Policy   | Community Forum Subcommittee to commence review at next meeting  |
|   |  |
| <b>CURRENT POLICIES – REVIEWS TO COMMENCE</b>                     |  |
| Citizens Initiated Referenda                                      |  |
| Road, Reserve and Park Naming Policy                              |  |
|   |  |
| <b>CURRENT POLICIES – REVIEWS ON HOLD</b>                         |  |
| Earthquake prone, Dangerous and Insanitary Buildings              | On hold until Building (Earthquake- prone) Bill 2013 becomes law   |
| Speed Management Policy   | Staff recommend that this policy is deleted once the draft National Speed Management Guide is finalised. |

| POLICIES – DELETED OR RETIRED SINCE OCTOBER 2013       | NOTES   |
|--|---|
| Asset Management Policy                                | Key content captured in Management Policy   |
| Arts in Public Places Policy                           | Key content captured in Public Art Plan and Guidelines                                    |
| Backflow Protection Policy                             | Deleted   |
| Billboards and Banners                                 | Transition to Management Policy   |
| Building Line Restrictions                             | Deleted   |
| Building Warrant of Fitness                            | Transition to Management Policy   |
| Cable TV and Other Network Services                    | Deleted   |
| Cellular Networks Sites                                | Now specified in legislation  |
| Consultation, Hamilton City (People and Participation) | Replaced with Significance and Engagement Policy  |
| Debtor Management Policy                               | Deleted   |
| Economic Development Fund                              | Deleted   |
| Elected Member's Remuneration Policy                   | Provided by the Remuneration Authority and any additional allocations approved by Council |
| Election Signs   | Included in District Plan   |
| Street & Directional Signage                           | Included in Management Policy   |
| Event Venue Booking Policy                             | Deleted   |
| Fees and Charges Affecting Community Halls             | Deleted   |
| Fencing Policy   | Included in Management Policy   |
| Fraud and Corruption Policy                            | Key content captured in Management Policy   |
| Graffiti Management Policy                             | Key content captured in to Management Policy  |
| Housing for the Older Persons                          | Deleted   |
| Library Censorship Policy                              | Included in Management Policy   |
| Lighting on Parks Policy                               | Transitioned to SOP or Reserve Management Plan (site specific)                            |
| Livestock Movement and Stock Underpass                 | Deleted   |
| Liquor Licensing Policy (LAP)                          | Deleted when Provision LAP adopted  |
| Licensed Premises Policy (LAP)                         | Deleted when Provision LAP adopted  |

|  |   |
|--|---|
| Loan Guarantees to Sports and Recreational Bodies            | Principles retained in SOP  |
| Naming Rights Policy   | All requests for naming rights come to GM City Growth and are approved by Council                             |
| Open Watercourse Management Policy                           | Asset Management Plan capture levels of service elements  |
| Partner Pools Policy   | Principles incorporated into individual partner pool contracts  |
| Playgrounds Policy   | Incorporated into Playgrounds of the Future Plan  |
| Pool Lane Allocation Policy                                  | Transitioned to SOP   |
| Private Projects Initiated by Elected Members                | Deleted   |
| Pyrotechnic Displays on Council Administered Reserves Policy | Transitioned to SOP   |
| Road Resurfacing Policy                                      | Deleted. Asset Management Plan captured levels of service elements  |
| Seddon Park Conditions of Entry                              | Deleted   |
| Service Delivery   | Included in council reports and reviews approved by Council   |
| Surveillance Cameras   | Transitioned to Management Policy   |
| Use of Herbicides Policy                                     | Transitioned to Management Policy   |
| Waikato Museum Collections Policy                            | Transitioned to Management Policy noting that any disposal from the collection would require Council approval |
| Waikato Stadium Conditions of Entry                          | Deleted   |
| Waikato Stadium Smokefree Policy                             | Deleted   |
| Waiver of Fees and Charges for Council Community Facilities  | Deleted   |

## Attachment 4: Bylaws

| Name of Bylaw                              | Date Adopted | Date review to be completed by                                 | Consultation Requirement   | Legislation                              | Lead staff            |
|--|--------------|--|--|--|-----------------------|
| Trade Waste Bylaw 2006 / Waste Water Bylaw | Aug-06       | 16-Aug-16  | Section 82 (Principles of consultation) LGA 2002<br>Additional requirements laid out under 148 of the LGA 2002 | LGA 2002, Section 148                    | City Waters           |
| Solid Waste Bylaw 2012                     | Jul-12       | 01-Jul-17  | Section 82 (Principles of consultation) LGA 2002   | LGA 2002<br>Waste Minimisation Act 2008  | City Waters           |
| Cemeteries and Crematorium Bylaw 2012      | Aug-12       | 01-Aug-17  | Section 82 (Principles of consultation) LGA 2002   | LGA 2002; Burial & Crematorium Act 1964  | Community Group       |
| Parks, Domains and Reserves Bylaw 2012     | Sep-12       | 01-Sep-17  | Special Consultative Procedure. Refer to Section 11 (5) Freedom Camping Act 2011.                              | Freedom Camping Act 2001<br>LGA 2002     | Parks and Open Spaces |
| Animal Nuisance Bylaw 2013                 | May-13       | 23-May-18  | Section 82 (Principles of consultation) LGA 2002   | LGA 2002<br>Health Act 1956              | City Safe Unit        |
| Speed Limit Bylaw 2013                     | Sep-13       | 26-Sep-18 (or in association with the Speed Management Policy) | LGA 156. Refer to Section 22AD of Land Transport Act 1998.   | Land Transport Act 1998                  | City Transportation   |
| Prostitution Bylaw 2009                    | Jun-09       | 26-Jun-19  | Section 82 (Principles of Consultation)  | LGA 2002<br>Prostitution Reform Act 2003 | Planning Guidance     |
| Safety in Public Places Bylaw 2014         | Nov-14       | 27-Nov-19  | Section 82 (Principles of Consultation)  | LGA 2002                                 | City Safe Unit        |

## Attachment 4: Bylaws

| Name of Bylaw                                   | Date Adopted | Date review to be completed by | Consultation Requirement   | Legislation                                 | Lead staff               |
|---|--------------|--------------------------------|--|---|--------------------------|
| Open Air Burning Bylaw 2015                     | Feb-15       | 26-Feb-20                      | Section 82 (Principles of Consultation)  | LGA 2002<br>Forest and Rural Fires Act 1977 | City Safe Unit           |
| Traffic Bylaw 2015                              | Feb-15       | 26-Feb-20                      | SCP required for Pedestrian mall and Freedom camping.<br>Refer to LGA 156, and Section 22AD (1) LGA 2002.      | LGA 2002<br>LGA 1974                        | City<br>Transportation   |
| Stormwater Bylaw 2015                           | May-15       | 28-May-20                      | Section 82 (Principles of Consultation)  | LGA 2002                                    | City Waters              |
| Dog Control Bylaw 2015                          | May-15       | 28-May-20                      | SCP required for Dog Control Policy.<br>Bylaw must follow 158-160 and policy must be reviewed if the bylaw is. | LGA 2002<br>Dog Control Act 1996            | Parks and<br>Open Spaces |
| Cultural and Recreational Facilities Bylaw 2012 | Aug-12       | 15-Aug-22                      | Section 82 (Principles of Consultation)  | LGA 2002                                    | Community<br>Group       |
| Water Supply Bylaw 2013                         | Sep-13       | 26-Sep-23                      | Section 82 (Principles of Consultation)  | LGA 2002                                    | City Waters              |
| Public Places Liquor Control Bylaw 2010         | Feb 16       | 25-Feb-21                      | Section 82 (Principles of consultation)<br>LGA 2002  | LGA 2002, Section 147                       | City Safe Unit           |

D-1980693

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**Committee:** Strategy & Policy Committee      **Date:** 03 May 2016

**Report Name:** Action List for 3 May 2016: and  
Actions Still Underway or  
Pending for HCC submissions  
to External Organisations      **Author:** Sean Hickey

|               |             |
|---------------|-------------|
| <b>Status</b> | <i>Open</i> |
|---------------|-------------|

## Recommendation

That:

- a) The Report be received; and
- b) The Committee agree to the deferment of the items noted in the following table:

| Item and Resolution Date   | Original Due Date*                        | Deferred To   |
|--|---|---|
| Wairere Drive/Cobham Drive Overbridge<br>(22 March 2016)                   | 3 May 2016                                | 7 June 2016<br><i>Additional time is required to complete the costed options for the various matters requested by the Committee at the 22 March 2016 Meeting.</i>                         |
| Social Housing Strategy<br>(11 August 2015)                                | 8 December 2015<br>Deferred to 3 May 2016 | 7 June 2016<br><i>Further meetings with the Social Housing sector representatives are required to present the confirmed Purpose and Draft Strategic Social Housing Plan for feedback.</i> |
| Hamilton Lake Domain – Reserve Management Plan Review<br>(3 November 2015) | 3 May 2016                                | 19 July 2016<br><i>Additional meetings for the Working Group are required to complete strategic assessment for the Plan.</i>  |

\* Date that the Committee resolved for the item to be reported back to the Committee.

## 1. Attachments

- 2. Attachment 1 - Strategy and Policy Committee Action List - 3 May 2016
- 3. Attachment 2 - Progress of HCC submissions to External Organisations



STRATEGY AND POLICY COMMITTEE

Action List - 2013-16

OPEN

| Ref. | GM Responsible               | Action  | DUE DATE for reporting back                    | Status (relative to due by date) | Notes   |
|------|------------------------------|---|--|----------------------------------|---|
| 2    | GM City Infrastructure       | <b>Wairere Drive to Cobham Connection:</b><br>Parks and Open Spaces to include consideration of space required to four lane Wairere Drive during the review process of the East Town Belt Concept Plan which will take place in 2015/16.<br><br>7 July 2015: Staff to report back to Council on options for the pedestrian/cycle overbridge prior to committing to any particular design. | 23-Feb-16<br><br>Deferred to:<br>22-Mar-16     | Completed                        | The development of a concept plan for the Hamilton East Town Belt, which will consider Wairere Drive will commence in August 2016.<br><br>Further options assessment and concept design consideration is required. Staff reported to the Committee on 22 March 2016. <b>Concept design plan recommended to Council meeting on 31 March 2016 for adoption. Completed.</b>  |
| 4    |                              | 22 March 2016: Staff report back on costed options for:<br>i) Additional piers and structures to replace embankment;<br>ii) Handrail/superstructure detailing work;<br>iii) Colour, lighting, planting; and<br>iv) Additional pedestrian/cycle safety features on Wairere Drive.  | 03-May-16                                      | In progress                      | Work is ongoing to complete the assessment/costings to address the additional issues raised at the March Committee meeting; a report will be presented back to the Committee on 7 June 2016.  |
| 5    | GM Community                 | <b>Zoo Strategic Review - Zoo Master Plan</b><br>Working Group to report back to the Committee on 19 November 2014.   | 19-Nov-14<br><br>Deferred to:<br>30-Aug-16     | Deferred by Committee            | The Working Group will reconvene in August 2015, followed by a Council Briefing, before being reported back to S&P Committee.<br><br>Report Deferred so as findings of the PWC review of the zoo operations and the Worksafe NZ prosecution can be considered as part of the Strategic Review.  |
| 6    | GM Strategy & Communications | <b>Sustainable Hamilton Strategy (Sustainability Panel Report):</b><br>i. Chief Executive to review the Sustainability Report as to its application to Council's operations; and<br><br>ii. Chief Executive to consider, consult with the Sustainability Panel on, and make a recommendation as to whether Council should have a stand-alone Sustainability Strategy                      | 23-Feb-16<br><br>Deferred to:<br>22 March 2016 | Completed                        | Staff report presented back to S&P in March 2016.   |
| 8    |                              | <b>Sustainability Principles and Stocktake</b><br>22 March 2016:<br>i. Staff, with advice from the Sustainability Advisory Panel, to develop a set of sustainability principles to be considered across all council activities. Such principles to be reported back to the Strategy and Policy Committee in June 2016.  | 7-Jun-16                                       | Not started                      | Principles are being drafted and will be brought to S&P Committee 7 June 2016.  |
| 9    |                              | ii. Staff conduct an annual stocktake in December each year to inform Council on progress in the area of sustainability.  | 01-Feb-17                                      | Not started                      | Noted for reporting to first S&P Committee in 2017.   |
| 10   |                              | iii. Terms of Reference for the Sustainability Advisory Panel to be reviewed and updated, as appropriate, to reflect the amended focus for the Panel following the 22 March 2016 Committee meeting.   | 7-Jun-16                                       | Not started                      | Review of Terms of Reference is being undertaken and an update reported to S&P Committee 7 June 2016 .  |
| 11   |                              | iv. Staff to review if and why Council ceased support of Earth Hour and 'No Car Day' campaigns, and assess whether support should recommence.   | 7-Jun-16                                       | Not started                      | An update on Earth Hour and "No Car Day" campaigns will be taken to S&P Committee 7 June 2016.  |
| 12   | GM City Growth               | <b>Frankton Neighbourhood Plan:</b> Working Group convened comprising Her Worship the Mayor, Cr O'Leary (Chair) and Cr Gallagher. <b>Report due back to Council in June 2015.</b><br><br>3 November 2015: Staff to report back to the Committee in December 2015 with a final Plan for adoption following a period of public engagement.  |  | Completed                        | Recommendation to Council 31 March 2016, together with a final draft Plan for adoption encompassing changes requested by the Committee at its 23 February 2016 Meeting.   |
| 14   | GM City Infrastructure       | <b>Wairere Drive/Huntington Drive (west) intersection:</b><br><br>a. Staff to consult further with the Huntington community on minor safety management measures; and<br><br>b. Staff continue monitoring the safety performance of the intersection.  |  | In progress                      | Staff met with the petition organisers on 11 June and presented the proposed options for improvements to the intersection. Staff are now developing a survey via survey monkey to use for community feedback on the options. The survey will be tested with the petition organisers before releasing to the community.<br><br>Staff and Councillors Mallet, Tooman, Yeung and Chesterman met with the residents representative group on 30 September 2015 following an earlier meeting between residents and councillors.<br><br>Additional data is being collected currently so that the list of options for improvement can be finalised and then consulted upon. Funding is available in 2015/16 Discretionary Transport Programme to complete the improvements.<br><br>Transportation UM in ongoing contact with the group. |
| 15   | GM Community                 | <b>Social Housing Strategy:</b> To provide a progress report to the Committee on strategy development by 11 August 2015.<br><br>11 August 2015: The Hamilton Strategic Social Housing Plan be reported to Council in December 2015.   | 8-Dec-15<br><br>Deferred to:<br>3-May-16       | Deferred by Committee            | Update provided to the 11 August S&P meeting.<br><br>Report with Strategic Social Housing Plan to be deferred and presented to Committee on 7 June 2016. The Social Housing Sector met in mid-March 2016 to confirm the purpose of the Plan; a further meeting has been confirmed with the sector for 27 April 2016. The purpose of that meeting will be to present the confirmed Purpose and a Draft Strategic Social Housing Plan for feedback.   |

| Ref. | GM Responsible         | Action  | DUE DATE<br>for reporting back            | Status<br>(relative to due by<br>date) | Notes  |
|------|------------------------|---|---|--|--|
| 16   | GM City Infrastructure | <b>Waikato Expressway:</b><br><br>7 July 2015:<br>a. Staff to arrange for Elected Members to be invited to public consultation meetings arranged by NZTA.<br><br>b. Staff to also explore means for HCC to play more active role in public consultation processes (re Osborne Road overbridge) outside its territory (eg joint committee with Waikato District Council).  |   | Completed                              | Ongoing transport modelling work completed with Opus and NZTA to inform the Resolution Drive Extension designation, Osborne Rd overbridge and Horsham Downs link.<br><br>a. Public open day held in December 2015; personal invite sent to Mayor and Councillors. Completed.<br><br>b. Now included in the project scope; Executive Update sent to Councillors 5 April 2016  |
| 17   | GM Community           | <b>Hamilton Lake Domain - Reserve Management Plan Review:</b><br><br>Staff report back to the Strategy and Policy Committee with a draft Proposed Hamilton Lake Domain Management Plan for endorsement for consultation under section 41(6) of the Reserves Act 1977.<br><br>3 November 2015: Working Group (Crs Gallagher, Green, Mallett and Yeung) to meet December 2015/February 2016 to provide strategic direction and vision for the Plan. The draft Plan to then be presented back to the Committee for public engagement.            | 03-May-16                                 | In progress                            | First stage consultation completed, over 50 submissions received.<br><br>The Working Group convened 10 December 2015. The draft plan is expected to be reported back to the Committee in May 2016, prior to public consultation.<br><br>Working Group met on 23 February and 2 March 2016, to develop a vision, strategic goals and objectives. This work has not been completed within the two sessions as planned, requiring additional meetings to be scheduled. A report back to the Committee is anticipated by July 2016.  |
| 18   | GM Community           | <b>Community Facilities</b><br><br>Working Group to agree on a process and scope to review the community facilities portfolio; to report back to Council in July 2015.<br><br>8 December 2015:<br>i. Staff to progress discussions with all interested parties for each community facility;<br><br>ii. Present a report to Council if a decision is required on the future use of any community facility;<br><br>iii. Staff investigate how the availability of bookable community facility spaces can best be communicated to the community. |   | In progress                            | i. and ii.<br>* Staff have continued discussions with interested parties with regards to Fairfield Hall. The stakeholders have advised ongoing discussions are required with stakeholder partners.<br>* The fire at Enderley Community Centre have stalled discussions, and won't be progressed until the facility has been repaired.<br>* Te Rapa Sportdrome - stakeholders have been updated on the recommendations of the review.<br><br>As per the report presented to the Committee in December 2015, stating that as discussions progress with interested stakeholders, should a decision be required by Council with regards to the Community Facilities, then a report will be presented to Council for a decision.<br><br>iii. This action is on track to be completed by end of May 2016. Contact details and facility information is being verified. Staff are working with the Communications Team to ensure an effective online portal will direct the community to the appropriate organisation. |
| 19   | GM Community           | <b>Waikato Museum Strategic Review:</b><br>i. Staff to track costs in completing the review.<br><br>ii. Draft strategic plan to go out for public consultation from 9 December 2015 to 12 February 2016.<br><br>iii. 8 December 2015: Staff to consider whether the use of the Hamilton Club's former premises would be feasible for administrative purposes.   | 31-Mar-16                                 | Completed                              | i. Staff tracking costs; to be presented at 22 March 2016 meeting.<br><br>ii. Draft Strategic Plan recommended to 31 March 2016 Council Meeting for adoption.<br><br>iii. Relocation of the administration office is not feasible and unbudgeted in 2015-2025 10-Year Plan. Any significant building redevelopments will need to be considered through the 2017/2018 Annual Plan and the 2018-2028 10 Year Plan.   |
| 20   |                        | iv. Staff to present briefing on the rebranding of the Waikato Museum before 30 June 2016. To include costings.   | 30-Jun-16                                 | In progress                            | Scheduled for 21 June 2016 Briefing.   |
| 21   | GM Community           | <b>Older Persons Plan:</b> Staff to provide six-monthly progress reports through the Community Forum Subcommittee.  |   | Completed                              | To be referred to in the Community Forum Subcommittee Chairperson's 6-monthly update at the 22 March 2016 meeting, as a Recommendation from the Subcommittee.<br><br>22 March 2016: Committee resolved that Older Persons Plan updates to be reported to the Committee on an annual basis.   |
| 22   | GM City Growth         | <b>Heritage Plan and Fund Guidelines:</b><br>Staff to:<br>a. track progress of the Government's plans in relation to earthquake strengthening;<br><br>b. seek feedback from faith and community groups on the draft Plan and Guidelines;<br><br>c. report back to the 3 November 2015 Committee meeting with a final Plan and Guidelines.   | 3-Nov-16<br><br>Deferred to:<br>23-Feb-16 | Completed                              | a) This is being closely monitored by Phil Saunders, Building Unit, and advising City Planning accordingly on heritage matters.<br><br>b) The Interfaith council was invited to the Heritage Plan drop-in session. Completed.<br><br>c) Completed at 23 February 2016 meeting. Recommendation to Council 31 March 2016.  |
| 25   | GM Community           | <b>Arts Agenda:</b><br>Staff to:<br>i. arrange a briefing for Elected Members following the adoption of the revised Arts Agenda; and<br><br>ii. liaise with the Arts Forum and Creative Waikato on pre-feasibility research for an art gallery, and report back on this matter before the 2016 Draft Annual Plan is adopted.  | 30-Jun-16                                 | In progress                            | i. Panel believes a Briefing is no longer required given the content of the Arts Agenda. Completed.<br><br>ii. Creative Waikato is currently facilitating the development of a trust to lead the pre-feasibility work. Staff will report back before 30 June with a progress update.   |
| 26   | GM City Growth         | <b>Urban Design Advisory Panel:</b> That a briefing for Elected Members take place to provide an opportunity for further discussion on the work and role of the Panel.  |   | In progress                            | Staff and Democracy are looking into the next opportunity to have a briefing on this matter.   |
| 28   | GM City Infrastructure | <b>Trade waste and Wastewater Bylaw: 23 February 2016:</b> Draft bylaw adopted for public engagement:<br><br>a) Drop-in session to take place on 22 March 2016 - all Elected Members to be invited; Cr Tooman delegated to represent Council;<br><br>b) Submissions and Deliberations report to be presented back to the Committee on 19 July 2016.   | 19-Jul-16                                 | In progress                            | a) Drop-in session took place on 22 March 2016.<br><br>b) Report to be presented at 19 July 2016 meeting.  |

| Ref. | GM Responsible                      | Action   | DUE DATE<br>for reporting back | Status<br>(relative to due by<br>date) | Notes   |
|------|-------------------------------------|--|--------------------------------|--|---|
| 31   | GM Strategy & Communications        | <p><b>Gambling Policies: 5 November 2015:</b></p> <p>a) Subject to changes agreed by the Committee at its 5 November meeting, staff present a track-changed version of the Class 4 Gambling Venue Policy and the TAB Board Venue Policy for adoption at the 8 December 2015 Committee meeting.</p> <p>b) Council consult, using a special consultative procedure, the public solely on: i) the inclusion of an additional clause to Option B that any venue within the permitted area is able to relocate within the gambling permitted area; and ii) the removal of the word "existing" from section 4a of Option B relating to club mergers.</p> <p>c) Staff to collate and circulate information gathered by Council when the first Gambling Policy was implemented (pre-2006) in relation to the causal link between the number of gaming machines and problem gaming.</p> <p>d) Staff to check the accuracy of statistical information in the Statement of Proposal (particularly pages 36 and 37).</p> | 28-Apr-16                      | In progress                            | <p>a) Referred to the March 2016 Council meeting by the S&amp;P Committee (23 February 2016), together with issues raised by Committee members at the 23 February 2016 meeting. <b>Deferred to the April 2016 Council meeting.</b></p> <p>b) As above.</p> <p>c) This information cannot be circulated as the background research and data is over ten years old and was collected pre the electronic management system. A search of the physical record storage has not located any relevant records.</p> <p>d) There was a typographical error "Gambling expenditure in New Zealand has increased from \$145 million in 1994 to \$20.91 billion in 2014." The correct figure was \$2.091 billion. The other statistics on pages 36 and 37 in the 5 November have been checked to the source data. There are no other corrections.</p> |
| 32   | GM Community                        | <p><b>Social Wellbeing Strategy:</b></p> <p>a. Staff to arrange a Council briefing on the Quality of Life survey and its connection to the proposed Social Wellbeing Indicator Report.</p> <p>b. Staff to develop a Social Wellbeing Indicator Report to present key features of the Quality of Life survey and present the same at the Strategy and Policy Committee in May 2016.</p> <p>c. Staff to update the Committee as to the new provider of the Hamilton Residents Survey.</p>  | 03-May-16                      | In progress                            | <p>a. Completed. Staff report presented at a workshop during the 17 February 2016 Community Forum Subcommittee, instead of a Briefing.</p> <p>b. Report to be presented at the 3 May 2016 Committee meeting.</p> <p>c. Staff conducted a briefing during the 17 February 2016 Community Forum Subcommittee meeting on the Quality of Life, including information around the Resident Survey.</p>  |
| 33   | GM City Infrastructure              | <p><b>Regional Round-up Report:</b></p> <p>a. Elected Members to be invited to Hamilton Public Transport Joint Committee workshop on the Public Transport Fare Review.</p> <p>b. Staff to update Committee on MoE School Bus Review and Northern Suburbs Bus Service Improvements in the next Round-up Report.</p> <p>c. Staff to obtain further information from the WRC as to the flexibility of the new bus service contracts to deal with changes to demand on a more timely basis.</p>  | 22-Mar-16                      | Completed                              | <p>a. Completed. Email circulated 11 January 2016.</p> <p>b. Update provided in the Operational Roundup report to the S&amp;P committee on 22 March 2016.</p> <p>c. Update provided in the Operational Roundup report to the S&amp;P committee on 22 March 2016.</p>  |
| 34   | GM Strategy & Communications        | <p><b>Hamilton East Neighbourhood Plan:</b> Working Group to report back to the Committee on 7 June 2016 with a draft Plan.</p>  | 07-Jun-16                      | In progress                            | Working Group established. Report to be presented at 7 June 2016 Committee meeting.   |
| 36   | Executive Director Special Projects | <p><b>Regional Plan Updates:</b></p> <p>An update to be provided on Healthy Rivers Plan, Future Proof and the Waikato Plan at the Elected Members briefing in March 2016.</p>  | 17-May-16                      | In progress                            | <p>Future Proof and Waikato Plan presented at the Council Briefing on 15 March 2016.</p> <p>It is proposed that the Healthy Rivers Plan will be presented to the Council Briefing in May 2016, to accommodate an external presenter.</p>  |
| 37   | GM Strategy & Communications        | <p><b>Waikato Regional Council Annual Plan - Submission</b></p> <p>Staff prepare a submission for discussion at the 31 March Council meeting supporting</p> <ul style="list-style-type: none"> <li>• Regional Services Fund Option 2; and</li> <li>• Water take consent Charges Option 2,</li> </ul> <p>as presented by the Waikato Regional Council to the 22 March Strategy and Policy Committee meeting.</p>  | 31-Mar-16                      | Completed                              | Report presented as a Late Item to the 31 March 2016 Council meeting.   |
| 38   | GM Community                        | <p><b>Beale Cottage Historic Reserve Management Plan</b></p> <p>i. Working Group, chaired by Cr King, to report back to the Committee with a recommendation as to the Cottage's Historic Reserve Management Plan.</p>  | 7-Jun-16                       | In progress                            | First Working Group meeting will be set for mid-April 2016.   |
| 39   |                                     | <p>ii. Staff to update Elected Members as to whether there are other Historic Reserve properties that need to be reviewed.</p>   | 03-May-16                      | In progress                            | Information on historic reserve properties has been compiled and no other properties identified. This will be circulated to elected members via a separate Executive Update.  |
| 40   | GM City Infrastructure              | <p><b>Regional Transport</b></p> <p>Staff and WRC representatives to present a briefing to update members on the Speed Management Project and Public Transport</p>   | 19-Apr-16                      | Completed                              | Presented at the 19 April briefing  |
| 41   | CE                                  | <p><b>Ruakura Trees</b></p> <p>Chief Executive to re-circulate the recent Executive Update on this matter to Elected Members.</p>  | 03-May-16                      | In progress                            | Executive Update covering Ruakura trees of 8 March 2016 was recirculated, to Elected Members in the Executive Update of 19 April 2016. A copy of the map showing the location of the trees was also recirculated.   |



**PROGRESS OF HCC SUBMISSIONS TO EXTERNAL ORGANISATIONS: 3 MAY 2016 STRATEGY AND POLICY COMMITTEE MEETING AGENDA**  
 (For all submissions made by HCC, refer <http://www.hamilton.govt.nz/our-council/consultation-and-public-notice/councilsubmissions/Pages/default.aspx>  
**INFORMATION CURRENT AS AT 22/4/16**

**Submissions Removed – Process now Complete**

- No submissions have been removed since the 22 March 2016 Strategy and Policy Committee meeting.

**New Submissions Added**

- Submission # 461: Waikato Regional Council’s 2016/17 Proposed Annual Plan Consultation Document
- Submission # 462: Ministry for the Environment’s consultation document ‘Next Steps for Freshwater’(February 2016)
- Submission # 464: NZ Transport Agency - Alteration of Designation Resolution Drive Extension and Horsham Downs Link Road (March 2016)

**TABLE 1: SUMMARY PROGRESS OF HCC SUBMISSIONS (REFER TO TABLE 2 FOR FURTHER DETAIL)**

Note: Updates to the ‘Summary Progress’ table that formed part of the 22 March 2016 Strategy and Policy Committee meeting agenda are highlighted in yellow.

| SUB # | TITLE OF DOCUMENT, ORGANISATION AND WEBSITE   | OUTLINE/UPDATE OF KEY PROGRESS   |
|-------|---|--|
| 398   | <p><b>HCC’s and the NZTA’s Notices of Requirement - Southern Links Project</b> (Waikato District Council, Waipa District Council and Hamilton City Council)<br/> <a href="http://www.waipadc.govt.nz/our-district/MajorProjects/HamiltonSouthernLinks-NoticesofRequirement/Pages/default.aspx">http://www.waipadc.govt.nz/our-district/MajorProjects/HamiltonSouthernLinks-NoticesofRequirement/Pages/default.aspx</a></p>  | <p>At a Judicial Conference on 31/8/15, the parties agreed the appeal would proceed to a hearing before the Environment Court, and the hearing was set down for 25/2/16 and 26/2/16. However, the appeal was settled by negotiation. On 3/3/16, the Court issued a consent order in relation to the appeal, which amended the conditions on Designation DN/156 in Waipa District. HCC is not a party to the second appeal against the NZTA’s decision on its Southern Links requirement, which concerns land in Waikato District. The parties to the second appeal are negotiating the terms of an agreement for the Crown to acquire the Appellants’ property.</p> <p>The NZTA expects to know by 24/3/16 whether or not agreement will be reached. If agreement is reached, it needs to be approved by Land Information NZ (LINZ). Such approval is not expected before late April 2016. The appellants will not withdraw their appeal until LINZ approval is obtained. The NZTA has requested a further Court reporting date of 6/5/16.</p> |
| 404   | <p><b>Building (Earthquake-Prone Buildings) Amendment Bill</b> (Local Government and Environment Committee)<br/> <a href="http://www.parliament.nz/en-nz/pb/legislation/bills/00DBHOH_BILL12960_1/building-earthquake-prone-buildings-amendment-bill">http://www.parliament.nz/en-nz/pb/legislation/bills/00DBHOH_BILL12960_1/building-earthquake-prone-buildings-amendment-bill</a></p>  | <p>On 10/5/15, the Government announced major changes to how quickly earthquake-prone buildings will need to be assessed and strengthened to “better target regulations on buildings where location, use and type pose the greatest risk to life”. The country will be split into 3 zones according to the risk of a big earthquake, and the timeframes for assessment and strengthening vary accordingly.</p>   |
| 439   | <p><b>Building (Earthquake-Prone Buildings) Amendment Bill – Interim Report</b> (Local Government and Environment Committee)<br/> <a href="http://www.legislation.govt.nz/bill/government/2013/0182/latest/versions.aspx">http://www.legislation.govt.nz/bill/government/2013/0182/latest/versions.aspx</a><br/><br/> <a href="http://www.parliament.nz/resource/en-nz/51DBSCH_SCR63267_1/b48e2b01669564a6e9c9e6a7f02bbb55ae768006">http://www.parliament.nz/resource/en-nz/51DBSCH_SCR63267_1/b48e2b01669564a6e9c9e6a7f02bbb55ae768006</a></p> | <p>Although the Bill received its third reading on 12/4/16, the Parliamentary debate and final vote is still to occur. The new legislation is anticipated to be in place in either late 2016, but more likely the first quarter of 2017.</p>   |

| SUB # | TITLE OF DOCUMENT, ORGANISATION AND WEBSITE   | OUTLINE/UPDATE OF KEY PROGRESS   |
|-------|---|--|
| 414   | <b>Proposed Auckland Unitary Plan – Further Submissions</b> (Auckland Council)<br><a href="http://www.aucklandcouncil.govt.nz/EN/planspolicies/projects/plansstrategies/unitaryplan/Pages/submissions.aspx">http://www.aucklandcouncil.govt.nz/EN/planspolicies/projects/plansstrategies/unitaryplan/Pages/submissions.aspx</a>   | <p>HCC staff have not appeared in person at the hearings, given the structure of the hearings and the time/cost involved. However, Future Proof and the Future Proof partners of Waikato Regional Council and Waikato District Council have appeared at hearings covering the topic of Auckland growth. The focus of the evidence given is to highlight to Auckland Council the impacts of growth in the south of the Auckland Region on land use, settlement patterns and infrastructure impacts (namely the Waikato Expressway) in the Waikato.</p>  |
| 447   | <b>State Highway 26/Ruakura Road/Lisette Road Intersection Upgrade - Publicly Notified Notice of Requirement from the NZTA for an Alteration to Designation</b> (Waikato District Council)<br><a href="https://www.waikatodistrict.govt.nz/your-council/public-consultations/past-consultations/new-zealand-transport-agency---state-highway-26-ruakura-road-lisette-road">https://www.waikatodistrict.govt.nz/your-council/public-consultations/past-consultations/new-zealand-transport-agency---state-highway-26-ruakura-road-lisette-road</a> | <p>The City Planning Unit, in collaboration with the City Development Unit, developed HCC's submission. This was sent to WDC on 4/9/15 under the Chief Executive's delegated authority for RMA submissions. WDC appointed an independent Commissioner to hear submissions. A member of the City Planning Unit prepared evidence in support of HCC's submission.</p> <p>The hearing took place on 27/10/15. The Commissioner's recommendations on the Notice of Requirement were provided to the NZTA in December 2015. HCC received the NZTA's decisions on the recommendations on 18/2/16. The City Planning Unit reviewed these in consultation with the City Development Unit, and it was decided that Council lodges no appeal.</p>  |
| 452   | <b>Final Position Paper 'Improving New Zealand's Water and Wastewater and Stormwater Sector'</b> (LGNZ)<br><a href="http://www.lgnz.co.nz/home/our-work/our-policy-priorities/4.-infrastructure/3-waters-programme/">http://www.lgnz.co.nz/home/our-work/our-policy-priorities/4.-infrastructure/3-waters-programme/</a><br><br><a href="http://www.lgnz.co.nz/assets/29617-three-Waters-Position-Paper.pdf">http://www.lgnz.co.nz/assets/29617-three-Waters-Position-Paper.pdf</a>   | <p>A brief article on LGNZ's final position paper was included as part of the 6/10/15 Executive Update. LGNZ has advised that its National Council support progressing the co-regulatory option and will continue to update the sector on further developments.</p>  |
| 453   | <b>Building (Pools) Amendment Bill</b> (Local Government and Environment Committee)<br><a href="http://www.parliament.nz/en-nz/pb/sc/make-submission/51SCLGE_SCF_00DBHOH_BILL64825_1/building-pools-amendment-bill">http://www.parliament.nz/en-nz/pb/sc/make-submission/51SCLGE_SCF_00DBHOH_BILL64825_1/building-pools-amendment-bill</a>  | <p>The Bill's purpose is to ensure consistent and regular territorial authority processes, by introducing a nationwide standardised residential pool inspection cycle. Staff from the Building Control Unit spoke in support of HCC's written submission at the hearings of the Local Government and Environment Committee on 3/12/15.</p> <p>The Bill is headed for its second reading after being reported back to the House on 14/4/16. Apart from a number of other amendments, the Local Government and Environment Committee has recommended inserting Clause 6B (Role of Building Consent Authority and Territorial Authority), which would amend Section 12 of the Building Act, to further emphasise that local authorities are responsible for enforcing strict compliance with pool barrier requirements.</p> |
| 454   | <b>Ruakura Variation to Hamilton City's Proposed District Plan</b> (Hamilton City Council)<br><a href="http://www.hamilton.govt.nz/ruakura">www.hamilton.govt.nz/ruakura</a>  | <p>The submission identifies a number of minor errors or omissions for various sections of the Ruakura Variation and the relief sought for each submission point. It also includes matters relating to administration of the plan and clarity for plan users. Next steps include hearings to be convened for submissions received, which will be heard by independent Commissioners (Dr Phil Mitchell and Dorothy Wakeling) in June 2016.</p>  |
| 455   | <b>Shop Trading Hours Amendment Bill</b> (Commerce Committee)<br><a href="http://www.parliament.nz/en-nz/pb/legislation/bills/00DBHOH_BILL66378_1/shop-trading-hours-amendment-bill">http://www.parliament.nz/en-nz/pb/legislation/bills/00DBHOH_BILL66378_1/shop-trading-hours-amendment-bill</a>  | <p>HCC's draft submission was considered and approved at the 15/12/15 Council meeting. The final revised submission was uploaded to Parliament's website on 22/12/15. Parliament acknowledged receipt of HCC's submission on 14/1/16. The report of the Commerce Committee is due on 3/5/16. If enacted, the new powers will take effect in time for changes to be made prior to Easter 2017.</p>  |

| SUB # | TITLE OF DOCUMENT, ORGANISATION AND WEBSITE  | OUTLINE/UPDATE OF KEY PROGRESS  |
|-------|--|---|
| 456   | <p><b>Developing the Proposed National Policy Statement on Urban Development</b> (Ministry for the Environment)<br/> <a href="https://www.mfe.govt.nz/more/towns-and-cities/managing-urban-development-nz/developing-proposed-national-policy-statement">https://www.mfe.govt.nz/more/towns-and-cities/managing-urban-development-nz/developing-proposed-national-policy-statement</a></p> | <p>To inform the development of a proposed NPS on Urban Development, feedback was sought on the following questions. 1) Is your area experiencing high levels of population growth and challenges in planning for this growth? 2) How could a NPS and supporting guidance help to address these issues? 3) What could a NPS and supporting guidance contain?</p> <p><b>Draft 1</b> was circulated to Elected Members on 29/1/16 for feedback. Comments were incorporated into a final version sent to MFE to meet the 9/2/16 submission closing date. The final submission sent on 9/2/16 was considered and retrospectively approved at the 23/2/16 Strategy and Policy Committee meeting, subject to amending a specific section of the submission. This amendment was incorporated into the approved final version sent to the MFE on 1/3/16.</p> <p>The MFE advised on 12/4/16 that they received 47 submissions to the proposed NPS on Urban Development, covering a variety of issues from a range of stakeholders. Feedback received by the MFE has been used to inform development of the NPS and was outlined in a report to submitters, which was included as part of the 19/4/16 Executive Update. The MFE will contact submitters soon with details of when submissions can be made to the draft National Policy Statement, which is anticipated to be early June 2016.</p> |
| 457   | <p><b>Vehicle Dimensions and Mass Rule 2002 Review</b> (Ministry of Transport/NZ Transport Agency)<br/> <a href="http://www.transport.govt.nz/land/vdam">http://www.transport.govt.nz/land/vdam</a></p>  | <p>The intention to make a submission was outlined in the 2/2/16 Executive Update. <b>Draft 1</b> was circulated to Elected Members for feedback on 12/2/16. Initial feedback resulted in a revised submission (<b>Draft 2</b>), which was included as part of a separate report that was considered and approved at the 23/2/16 Strategy and Policy Committee meeting. No changes were made to <b>Draft 2</b>, which was sent to the NZTA on 24/2/16. The NZTA has acknowledged receipt of HCC's submission.</p>   |
| 458   | <p><b>Better Urban Planning (Issues Paper, December 2015)</b> (New Zealand Productivity Commission)<br/> <a href="http://www.productivity.govt.nz/inquiry-content/2682?stage=2">http://www.productivity.govt.nz/inquiry-content/2682?stage=2</a></p>   | <p>The NZ Productivity Commission began the Inquiry with release of an Issues Paper on 9/12/15 outlining its proposed approach to the Inquiry, the context for the Inquiry, and a preliminary list of key questions to be addressed via a broad consultation process. Their draft report will be released in July 2016 for submissions, with the final report to Government due on 30/11/16.</p> <p>Elected Members were advised of this Inquiry in the 24/11/15 Executive Update. HCC's <b>Draft 1</b> submission was circulated to Elected Members on 29/1/16 for feedback. As no feedback was received on this submission, <b>Draft 2</b> remained unchanged from <b>Draft 1</b>, was considered and approved at the 23/2/16 Strategy and Policy Committee meeting and sent to the Productivity Commission on 1/3/16.</p> <p>The Commission acknowledged receipt of HCC's submission on 2/3/16, noting that once it has been reviewed, it will be published on their website (it is submission # 004 on their website). The Productivity Commission has advised that the draft report will be released in July 2016 for submissions, with the final report due to Government by 30/11/16.</p>  |
| 459   | <p><b>Resource Legislation Amendment Bill</b> (Local Government and Environment Committee)<br/> <a href="http://www.parliament.nz/en-nz/pb/legislation/bills/00DBHOH_BILL67856_1/resource-legislation-amendment-bill">http://www.parliament.nz/en-nz/pb/legislation/bills/00DBHOH_BILL67856_1/resource-legislation-amendment-bill</a></p>  | <p>The overarching purpose of this Bill is to create a resource management system that achieves the sustainable management of natural and physical resources in an efficient and equitable way. Elected Members were advised of this Bill in the 1/12/15 Executive Update. <b>Draft 1</b> was circulated to Elected Members on 29/1/16 for feedback. Comments were incorporated into <b>Draft 2</b>, which was considered and approved at the 23/2/16 Strategy and Policy Committee meeting. The Committee made a minor addition that was incorporated into the approved final submission uploaded to Parliament's website on 2/3/16. Receipt of HCC's submission was acknowledged on 2/3/16.</p>   |

| SUB # | TITLE OF DOCUMENT, ORGANISATION AND WEBSITE   | OUTLINE/UPDATE OF KEY PROGRESS   |
|-------|---|--|
| 461   | <p><b>Waikato Regional Council's 2016/17 Proposed Annual Plan Consultation Document</b> (Waikato Regional Council)</p> <p><a href="http://www.waikatoregion.govt.nz/PageFiles/41315/AnnualPlanConsultation201617.pdf">http://www.waikatoregion.govt.nz/PageFiles/41315/AnnualPlanConsultation201617.pdf</a></p>   | <p>HCC's draft submission was considered and approved at the 31/3/16 Council meeting (with a minor change being made to the approved submission). This was sent to WRC on 5/4/16. WRC informally acknowledged receipt of HCC's submission that same day, with the formal acknowledgement letter being received on 12/4/16.</p>   |
| 462   | <p><b>Next Steps for Freshwater – Consultation Document (February 2016)</b> (Ministry for the Environment)</p> <p><a href="http://www.mfe.govt.nz/consultation/next-steps-fresh-water">http://www.mfe.govt.nz/consultation/next-steps-fresh-water</a></p>   | <p>A copy of the MFE's discussion document and a summary of key issues were circulated to Elected Members for their consideration on 8/4/16. Elected Members used this material to outline their views to staff at the 19/4/16 Council briefing. This feedback formed the basis of HCC's draft submission (<b>Draft 1</b>), which was circulated to Elected Members on 20/4/16. <b>Draft 1</b> was considered at the 21/4/16 Finance Committee meeting, where a number of revisions were requested.</p> <p>These revisions will be incorporated into <b>Draft 2</b>, which will be considered and approved at the 28/4/16 Council meeting. The MFE has provided HCC an extension to the original 22/4/16 submission closing date through to 29/4/16.</p> |
| 464   | <p><b>NZTA – Alteration of Designation Resolution Drive Extension and Horsham Downs Link Road (March 2016)</b> (NZ Transport Agency)</p> <p><a href="https://www.waikatodistrict.govt.nz/your-council/public-consultations/current-consultations/nzta-alteration-of-designation-resolution-drive-extension-and-horsham-downs-link-road">https://www.waikatodistrict.govt.nz/your-council/public-consultations/current-consultations/nzta-alteration-of-designation-resolution-drive-extension-and-horsham-downs-link-road</a></p>   | <p>Elected Members were advised of this submission in the 19/4/16 Executive Update.</p> <p>The submission will be made under the Chief Executive's delegated authority for RMA submissions and will support the Notice of Requirement from the NZ Transport Agency to alter the designation for the Hamilton Section of the Waikato Expressway to include link roads to the already designated Resolution Drive Interchange, subject to appropriate conditions applying that will ensure that adverse effects on the environment are managed appropriately.</p>  |
| 466   | <p><b>Watercare's December 2013 Application for a Water - Take Resource Consent from the Waikato River</b> (Waikato Regional Council)</p> <p><a href="https://www.watercare.co.nz/about-watercare/our-services/waikato-river-water/Pages/default.aspx">https://www.watercare.co.nz/about-watercare/our-services/waikato-river-water/Pages/default.aspx</a></p> <p><a href="https://www.watercare.co.nz/SiteCollectionDocuments/AllPDFs/Watercare%20Waikato%20River%20take%20resource%20consent%20application%20December%202013.pdf">https://www.watercare.co.nz/SiteCollectionDocuments/AllPDFs/Watercare Waikato River take resource consent application December 2013.pdf</a></p> | <p>Through Future Proof, WRC has an action to update the Group on the allocation status of the Waikato River and determine a process to enable understanding of water take applications currently in the queue. This action is still uncompleted.</p>  |

TABLE 2: PROGRESS OF HCC SUBMISSIONS - FULL SUMMARY

**Note:** The following schedule identifies submissions made by HCC to external organisations since April 2013 where the process has not been fully completed and where various actions are still underway or pending. Updates to the schedule that formed part of the 22 March 2016 Strategy and Policy Committee meeting agenda are highlighted in yellow.

| SUB # | TITLE OF DOCUMENT/ISSUE   | ORGANISATION  | DATE SUB. SENT | STRATEGY & POLICY COMMITTEE APPROVAL  | STATUS OF SUBMISSION PROCESS  |
|-------|---|---|----------------|---|---|
| 398   | <p><b>HCC's and the NZ Transport Agency's Notices of Requirement to the Southern Links Project</b><br/> <a href="http://www.waipadc.govt.nz/our-district/MajorProjects/HamiltonSouthernLinks-NoticesofRequirement/Pages/default.aspx">http://www.waipadc.govt.nz/our-district/MajorProjects/HamiltonSouthernLinks-NoticesofRequirement/Pages/default.aspx</a></p> | <p>Waikato District Council, Waipa District Council and Hamilton City Council</p> | 28/2/14        | <p>Final submission considered and retrospectively approved on 18/3/14.</p> | <p>On 24/10/14, the Commissioners' made their recommendations on the NZTA's requirements and decisions on the NZTA's resource consent applications. The decisions and recommendations were issued to the parties the following week.</p> <p>The decision confirms HCC's requirement (with conditions, including a lapse period of 20 years) and grants HCC consent (with conditions, including lapse periods of 20 years) to construct a bridge over the Waikato River east of Hamilton Gardens and another over the Mangakotukutuku Stream. One appeal was lodged against the decision on HCC's requirement. HCC did not appeal the decision.</p> <p>The Commissioners have granted the NZTA consent (subject to conditions, including a lapse period of 20 years) to construct a bridge crossing the Waikato River at the Narrows and recommended the NZTA confirms the new designations and alteration to existing designation subject to conditions, including lapse periods of 20 years.</p> <p>The NZTA's decisions on the Commissioners' recommendations regarding the NZTA's requirements were issued in December 2014. Two parties have appealed aspects of the NZTA's decisions. HCC (as territorial authority) has not appealed and will not become a Section 274 party to these appeals. HCC (as Requiring Authority and the NZTA's Southern Links project partner) submitted a notice to become a Section 274 party to one of the appeals. Negotiations between the NZTA and this appellant failed to resolve the appeal.</p> <p>At a Judicial Conference on 31/8/15, the parties agreed the appeal would proceed to a hearing before the Environment Court, and the hearing was set down for 25/2/16 and 26/2/16. However, the appeal was settled by negotiation. On 3/3/16, the Court issued a consent order in relation to the appeal, which amended the conditions on Designation DN/156 in Waipa District.</p> <p>HCC is not a party to the second appeal against the NZTA's decision on its Southern Links requirement, which concerns land in Waikato District. The parties to that appeal are negotiating the terms of an agreement for the Crown to acquire the Appellants'</p> |

| SUB # | TITLE OF DOCUMENT/ISSUE   | ORGANISATION                               | DATE SUB. SENT | STRATEGY & POLICY COMMITTEE APPROVAL                                 | STATUS OF SUBMISSION PROCESS   |
|-------|---|--|----------------|--|--|
|       |   |  |                |  | <p>property.</p> <p>The NZTA expects to know by 24/3/16 whether or not agreement will be reached. If agreement is reached, it needs to be approved by Land Information NZ (LINZ). Such approval is not expected before late April 2016. The appellants will not withdraw their appeal until LINZ approval is obtained. The NZTA has requested a further Court reporting date of 6/5/16.</p>  |
| 404   | <p><b>Building (Earthquake-Prone Buildings) Amendment Bill</b><br/> <a href="http://www.parliament.nz/en-nz/pb/legislation/bills/00DBHOH_BILL12960_1/building-earthquake-prone-buildings-amendment-bill">http://www.parliament.nz/en-nz/pb/legislation/bills/00DBHOH_BILL12960_1/building-earthquake-prone-buildings-amendment-bill</a></p> | Local Government and Environment Committee | 17/4/14        | Final submission considered and retrospectively approved on 30/4/14. | <p>A Council workshop on this topic was held on 15/5/13. Councillor O’Leary presented HCC’s submission to the Local Government and Environment Select Committee hearing on 19/6/14. HCC’s Principal Building Advisor was also in attendance.</p> <p>In December 2014, HCC staff sent an information update to all stakeholders/building owners advising them that the Building (Earthquake-Prone Buildings) Amendment Bill could potentially replace HCC’s ‘Earthquake-Prone, Dangerous and Insanitary Buildings Policy’ with a national regime for earthquake strengthening work. The letter updated stakeholders/building owners on key changes and how the Bill could affect them if enacted.</p> <p>On 10/5/15, the Government announced major changes to how quickly earthquake-prone buildings will need to be assessed and strengthened to “better target regulations on buildings where location, use and type pose the greatest risk to life”.</p> <p>The four significant changes to the policy were:</p> <ul style="list-style-type: none"> <li>• Varying the timetable for strengthening relative to earthquake risk.</li> <li>• Prioritising education and emergency buildings for strengthening.</li> <li>• Reducing the number of buildings requiring assessment.</li> <li>• Introducing new measures to encourage earlier upgrades.</li> </ul> <p>The country will be split into 3 zones according to the risk of a big earthquake, and the timeframes for assessment and strengthening vary accordingly i.e.:</p> <ul style="list-style-type: none"> <li>• <b>High Risk Zone</b> – including Gisborne, Napier/Hastings, Palmerston North, Wellington, Blenheim, and Christchurch (will keep the existing timeframe of assessment within five years and strengthening within 15 years).</li> <li>• <b>Medium Risk Zone</b> – including <b>Hamilton</b>, Tauranga, Rotorua, New Plymouth, Wanganui, Nelson, Invercargill and Timaru.</li> </ul> |

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|-------|--|--|----------------|--|--|
|       |  |  |                |  | <ul style="list-style-type: none"> <li>• <b>Low Risk Zone</b> – including Northland, Auckland, Oamaru and Dunedin.</li> </ul> <p>The Government has confirmed that the earthquake-prone building definition as being less than 34% of the new building standard, a 10-year extension for listed heritage buildings, and exemptions from strengthening for low risk, low occupancy buildings, would remain in the policy.</p> <p>As Hamilton has been classed as ‘medium risk’, buildings will have 10 years to be assessed and 25 years to be strengthened under the proposed policy. Many of Hamilton’s buildings have already been assessed by engineers and it is unlikely they will be subject to any further assessment.</p>  |
| 439   | <p><b>Building (Earthquake-Prone Buildings) Amendment Bill - Interim Report of the Local Government and Environment Committee</b><br/> <a href="http://www.legislation.govt.nz/bill/government/2013/0182/latest/versions.aspx">http://www.legislation.govt.nz/bill/government/2013/0182/latest/versions.aspx</a><br/><br/> <a href="http://www.parliament.nz/resource/en-nz/51DBSCH_SCR63267_1/b48e2b01669564a6e9c9e6a7f02bbb55ae768006">http://www.parliament.nz/resource/en-nz/51DBSCH_SCR63267_1/b48e2b01669564a6e9c9e6a7f02bbb55ae768006</a></p> | Local Government and Environment Committee | 16/7/15        | Final submission considered and retrospectively approved on 11/8/14. | <p>The passage of the Building (Earthquake-Prone Buildings) Amendment Bill has progressed with release of an interim report back to the House by the Local Government and Environment Committee on 23/6/15.</p> <p>The Bill had run into considerable difficulties due to its complexity and also the need to apply its provisions to a wide range of structures and circumstances. In its <a href="#">report</a>, the Committee notes that it had received advice from the Ministry of Business, Innovation and Employment, the Parliamentary Counsel Office, and the Regulations Review Committee. As a result of that process, and in response to the issues raised by submitters, it was considering a range of potential changes to the original Bill.</p> <p>HCC’s Principal Building Advisor spoke to the Local Government and Environment Committee at the 30 July 2015 hearing in support of Council’s 16/7/15 submission.</p> <p>The Local Government and Environment Committee released their final report on the Bill with recommended amendments on 2/9/15 – refer <a href="http://www.parliament.nz/resource/en-nz/51DBSCH_SCR64791_1/a38b4befdfdd2c6a85be60e37365b16f8da763c8">http://www.parliament.nz/resource/en-nz/51DBSCH_SCR64791_1/a38b4befdfdd2c6a85be60e37365b16f8da763c8</a></p> <p>The Bill is expected to receive its second reading before Parliament adjourns for the 2016 year. HCC’s Principal Building Advisor is a member of the Local Government working party which is assisting MBIE with the development of the MBIE draft policy. This includes establishing the CEO’s methodology for the means of assessing earthquake-prone buildings and a number of other transitional changes. The working</p> |

| SUB # | TITLE OF DOCUMENT/ISSUE   | ORGANISATION     | DATE SUB. SENT | STRATEGY & POLICY COMMITTEE APPROVAL  | STATUS OF SUBMISSION PROCESS  |
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|       |   |                  |                |   | <p>party is also developing draft regulations which will drive changes in the Building Act.</p> <p>The working party is working towards identifying and completing all the changes before May 2016 in order to consult and seek feedback from stakeholders. The new legislation is expected to be in place around March 2017.</p> <p>HCC's submission identified that we have already prioritised our buildings according to risk. However, there is some likelihood we will have to do more work on classifying priority buildings (those that are high risk or on major public corridors such as high foot traffic, inner city etc.) and this work will need to be completed within 5 years. The outcomes will have to go through a public consultation process.</p> <p>HCC's 16/7/15 submission also identified that Council has written to the owners of buildings that are considered to be earthquake-prone but we have not issued formal Section 124 notices (which are akin to a dangerous building notice). There is some certainty that Section 124 notices will need to be issued once the new legislation changes are enacted.</p> <p>Although the Bill received its third reading on 12/4/16, the Parliamentary debate and final vote is still to occur. The new legislation is anticipated to be in place in either late 2016, but more likely the first quarter of 2017.</p> |
| 414   | <p><b>Proposed Auckland Unitary Plan – Further Submissions</b><br/> <a href="http://www.aucklandcouncil.govt.nz/EN/planspolicies/projects/plansstrategies/unitaryplan/Pages/submissions.aspx">http://www.aucklandcouncil.govt.nz/EN/planspolicies/projects/plansstrategies/unitaryplan/Pages/submissions.aspx</a></p> | Auckland Council | 22/7/14        | Not applicable. Submissions and further submissions in 2014 made under the Chief Executive's delegated authority for RMA submissions. | <p>The consultation period for further submissions opened on 11/6/14 and closed on 22/7/14. City Planning staff analysed approximately 100,000 further submission points and identified where any further submissions were required to be made in line with HCC's original 28/2/14 submission.</p> <p>Hearings for further submissions commenced in September 2014 and the process will continue until July 2016. HCC's submission and further submissions will be considered as part of the Independent Hearings Panel hearing process. Hearing documents can be found at <a href="http://www.aupihp.govt.nz/hearings/">http://www.aupihp.govt.nz/hearings/</a></p> <p>HCC staff have not appeared in person at the hearings, given the structure of the hearings and the time/cost involved. However, Future Proof and the Future Proof partners of Waikato Regional Council and Waikato District Council have appeared at hearings covering the topic of Auckland growth. The focus of the evidence given is to</p>  |

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| 447   | <p><b>State Highway 26/Ruakura Road/Lisette Road Intersection Upgrade - Publicly Notified Notice of Requirement from the NZ Transport Agency for an Alteration to Designation</b></p> <p><a href="https://www.waikatodistrict.govt.nz/your-council/public-consultations/past-consultations/new-zealand-transport-agency---state-highway-26-ruakura-road-lisette-road">https://www.waikatodistrict.govt.nz/your-council/public-consultations/past-consultations/new-zealand-transport-agency---state-highway-26-ruakura-road-lisette-road</a></p> | <p>Waikato District Council</p> <p>Note: HCC also served a copy of its submission to the NZ Transport Agency</p> | 4/9/15         | <p>Not applicable. Submission made under the Chief Executive's delegated authority for RMA submissions.</p> | <p>highlight to Auckland Council the impacts of growth in the south of the Auckland Region on land use, settlement patterns and infrastructure impacts (namely the Waikato Expressway) in the Waikato.</p> <p>Waikato District Council (WDC) has received and publicly notified an alteration to designation application by the New Zealand Transport Agency (NZTA) to provide for a roundabout and associated works at the intersection of SH26/Ruakura Road/Lisette Road.</p> <p>In addition to the above works, but outside of the designation boundary, the NZTA also proposes to undertake works within private property to address any potential effects of the proposed works on those properties from which land is required.</p> <p>WDC appointed an independent Commissioner to hear submissions. A member of the City Planning Unit prepared evidence in support of HCC's submission. The hearing took place on 27/10/15. The Commissioner's recommendations on the Notice of Requirement were provided to the NZTA in December 2015.</p> <p>HCC received the NZTA's decisions on the recommendations on 18/2/16. The City Planning Unit reviewed these in consultation with the City Development Unit, and it was decided that Council lodges no appeal.</p> |
| 452   | <p><b>Final Position Paper 'Improving New Zealand's Water and Wastewater and Stormwater Sector'</b></p> <p><a href="http://www.lgnz.co.nz/home/our-work/our-policy-priorities/4.-infrastructure/3-waters-programme/">http://www.lgnz.co.nz/home/our-work/our-policy-priorities/4.-infrastructure/3-waters-programme/</a></p> <p><a href="http://www.lgnz.co.nz/assets/29617-three-Waters-Position-Paper.pdf">http://www.lgnz.co.nz/assets/29617-three-Waters-Position-Paper.pdf</a></p>  | <p>Local Government New Zealand</p>  | 30/10/15       | <p>Draft submission considered and approved at the 29/10/15 Council meeting.</p>                            | <p>On 1/10/15 Local Government New Zealand (LGNZ) released its final position paper 'Improving New Zealand's Water and Wastewater and Stormwater Sector' for review and feedback. The paper builds on the momentum established under the LGNZ 3 Waters project by describing how a strong, sector-led approach will address the issues identified in the issues paper released in October 2014 'Exploring the Issues Facing New Zealand's Water, Wastewater and Stormwater Sector'.</p> <p>LGNZ consulted extensively in the preparation of this paper with its members, Government and other stakeholders. There was general agreement during the process that maintaining the status quo is not an option and that change is needed. The position paper therefore provides views on deliverables of a fit for purpose water sector and three potential models for sector oversight.</p> <p>A brief article on LGNZ's final position paper was included as part of the 6/10/15 Executive Update. LGNZ has advised that its National Council support progressing the</p>   |

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|       |   |  |                |  | co-regulatory option and will continue to update the sector on further developments.   |
| 453   | <b>Building (Pools) Amendment Bill</b><br><a href="http://www.parliament.nz/en-nz/pb/sc/make-submission/51SCLGE_SCF_00DBHOH_BILL64825_1/building-pools-amendment-bill">http://www.parliament.nz/en-nz/pb/sc/make-submission/51SCLGE_SCF_00DBHOH_BILL64825_1/building-pools-amendment-bill</a> | Local Government and Environment Committee | 5/11/15        | Draft submission considered and approved on 5/11/15.   | <p>The Bill's purpose is to ensure consistent and regular territorial authority processes, by introducing a nationwide standardised residential pool inspection cycle. Staff from the Building Control Unit spoke in support of HCC's written submission at the hearings of the Local Government and Environment Committee on 3/12/15.</p> <p>The Bill is headed for its second reading after being reported back to the House on 14/4/16. Apart from a number of other amendments, the Local Government and Environment Committee has recommended inserting Clause 6B (Role of Building Consent Authority and Territorial Authority), which would amend Section 12 of the Building Act, to further emphasise that local authorities are responsible for enforcing strict compliance with pool barrier requirements.</p> |
| 454   | <b>Ruakura Variation to Hamilton City's Proposed District Plan</b> (Hamilton City Council)<br><a href="http://www.hamilton.govt.nz/ruakura">www.hamilton.govt.nz/ruakura</a>  | Hamilton City Council                      | 18/12/15       | Not applicable. Submission made under the Chief Executive's delegated authority for RMA submissions. | <p>The submission identifies a number of minor errors or omissions for various sections of the Ruakura Variation and the relief sought for each submission point. It also includes matters relating to administration of the plan and clarity for plan users.</p> <p>Next steps include hearings to be convened for submissions received, which will be heard by independent Commissioners (Dr Phil Mitchell and Dorothy Wakeling) in June 2016.</p>   |
| 455   | <b>Shop Trading Hours Amendment Bill</b><br><a href="http://www.parliament.nz/en-nz/pb/legislation/bills/00DBHOH_BILL66378_1/shop-trading-hours-amendment-bill">http://www.parliament.nz/en-nz/pb/legislation/bills/00DBHOH_BILL66378_1/shop-trading-hours-amendment-bill</a>                 | Commerce Committee                         | 22/12/15       | Draft submission considered and approved at the 15/12/15 Council meeting.                            | <p>The Bill received its first reading on 3/11/15. If enacted, the Bill will allow councils to adopt bylaws to permit shops to trade in all or parts of their districts. This is a significant change to the current situation where only a few areas have permission to trade on Easter Sundays and there is no process for increasing that number.</p> <p>The final revised submission was uploaded to Parliament's website on 22/12/15. Parliament acknowledged receipt of HCC's submission on 14/1/16.</p> <p>The report of the Commerce Committee is due on 3/5/16. If enacted, the new powers will take effect in time for changes to be made prior to Easter 2017.</p>  |

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| 456   | <p><b>Developing the Proposed National Policy Statement on Urban Development</b><br/> <a href="https://www.mfe.govt.nz/more/towns-and-cities/managing-urban-development-nz/developing-proposed-national-policy-statement">https://www.mfe.govt.nz/more/towns-and-cities/managing-urban-development-nz/developing-proposed-national-policy-statement</a></p> | Ministry for the Environment | 1/3/16         | Submission considered and retrospectively approved on 23/2/16. | <p>A NPS on Urban Development could provide local authorities with guidance on how to assess demand for residential and business development capacity, and then respond to this through more effective urban planning.</p> <p>Development of a NPS requires two phases of consultation under Section 46 of the RMA. The initial consultation will obtain feedback from relevant iwi authorities and stakeholders - this phase began in early December 2015. The Minister for the Environment will consider all initial consultation feedback, and depending on the outcome of this, there could be further consultation on what a draft proposed NPS will involve. If there is further public consultation on a draft NPS, this is expected to commence in mid-2016.</p> <p>Feedback for phase 1 was sought on the following questions:</p> <ul style="list-style-type: none"> <li>• 1) Is your area experiencing high levels of population growth and challenges in planning for this growth?</li> <li>• 2) How could a NPS and supporting guidance help to address these issues?</li> <li>• 3) What could a NPS and supporting guidance contain?</li> </ul> <p>Elected Members were advised of this submission on 21/12/15. <b>Draft 1</b> was circulated to Elected Members on 29/1/16 for feedback.</p> <p>Comments were incorporated into a final version sent to the MFE to meet the 9/2/16 submission closing date. The final submission sent on 9/2/16 was considered and retrospectively approved at the 23/2/16 Strategy and Policy Committee meeting, subject to amending a specific section of the submission. This amendment was incorporated into the approved final version sent to the MFE on 1/3/16.</p> <p>The MFE advised on 12/4/16 that they received 47 submissions to the proposed NPS on Urban Development, covering a variety of issues from a range of stakeholders. Feedback received by the MFE has been used to inform development of the NPS and was outlined in a report to submitters, which was included as part of the 19/4/16 Executive Update. The MFE will contact submitters soon with details of when submissions can be made to the draft National Policy Statement, which is anticipated to be early June 2016.</p> |

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| 457   | <b>Vehicle Dimensions and Mass Rule 2002 Review</b><br><a href="http://www.transport.govt.nz/land/vdam">http://www.transport.govt.nz/land/vdam</a> | Ministry of Transport/NZ Transport Agency | 24/2/16        | <b>Draft 2</b> submission considered and approved on 23/2/16. | <p>The Land Transport Rule: Vehicle Dimensions and Mass 2002 specifies requirements for dimensions and mass limits for vehicles operating on New Zealand roads.</p> <p>The VDAM Rule also balances the risks that heavy vehicles present to other road users and their impact on the road infrastructure, against the need to allow the heavy vehicle fleet to optimise operations.</p> <p>Proposed changes to the VDAM Rule were announced on 9/12/15. These would encourage trucking and bus companies to import newer, safer, more innovative and environmentally responsible vehicles, while maintaining safety for all road users.</p> <p>The discussion document outlines a number of proposed changes to the VDAM rule:</p> <ul style="list-style-type: none"> <li>• Increases to some axle and total vehicle mass limits.</li> <li>• Increases to the allowed permitted width and height limits.</li> <li>• Allowing '50 MAX' vehicles operating within the HPMV framework to work without permits.</li> <li>• Allowing Road Controlling Authorities, such as local councils, more authority to approve heavier vehicles and specialised loads.</li> </ul> <p>Elected Members were advised of the MOT/NZTA discussion paper in the 2/2/16 Executive Update, with a request for feedback by 9/2/16 as to what they feel the key messages in Council's submission should be.</p> <p><b>Draft 1</b> was circulated to Elected Members for feedback on 12/2/16. Initial feedback resulted in a revised submission (<b>Draft 2</b>), which was included as part of a separate report that was considered and approved at the 23/2/16 Strategy and Policy Committee meeting. This was then sent to the NZTA on 24/2/16. The NZTA has acknowledged receipt of HCC's submission. An extension to the submission closing date was obtained from the MOT/NZTA i.e. from 17/2/16 to 24/2/16.</p> <p>Submissions will be used to develop recommendations for the Government to consider. Public submissions will then be sought on a draft Rule that adopts agreed proposals.</p> |

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| 458   | <b>Better Urban Planning (Issues Paper, December 2015)</b><br><a href="http://www.productivity.govt.nz/inquiry-content/2682?stage=2">http://www.productivity.govt.nz/inquiry-content/2682?stage=2</a>   | New Zealand Productivity Commission        | 1/3/16         | <b>Draft 2</b> submission considered and approved on 23/2/16. | <p>The NZ Productivity Commission will look at ways of improving New Zealand's urban planning system. This Inquiry follows on from the Commission's investigation of how councils make land available for housing, which found that New Zealand's urban planning laws and processes were unnecessarily complicated, slow to respond to change and did not meet the needs of cities.</p> <p>The Commission began the Inquiry with release of an Issues Paper on 9/12/15 outlining its proposed approach to the Inquiry, the context for the Inquiry, and a preliminary list of key questions to be addressed via a broad consultation process. The Productivity Commission will release its draft report in July 2016 for submissions, with the final report to Government due on 30/11/16. Elected Members were advised of this Inquiry in the 24/11/15 Executive Update.</p> <p><b>Draft 1</b> was circulated to Elected Members on 29/1/16 for feedback. As no feedback was received on this particular submission, <b>Draft 2</b> remained unchanged from <b>Draft 1</b> and was considered and approved at the 23/2/16 Strategy and Policy Committee meeting. This was then sent to the New Zealand Productivity Commission on 1/3/16.</p> <p>The Commission acknowledged receipt of HCC's submission on 2/3/16, noting that once it has been reviewed, it will be published on their website (it is submission # 004 on their website). The Productivity Commission has advised that the draft report will be released in July 2016 for submissions, with the final report due to Government by 30//11/16.</p> |
| 459   | <b>Resource Legislation Amendment Bill</b><br><a href="http://www.parliament.nz/en-nz/pb/legislation/bills/00DBHOH_BILL67856_1/resource-legislation-amendment-bill">http://www.parliament.nz/en-nz/pb/legislation/bills/00DBHOH_BILL67856_1/resource-legislation-amendment-bill</a> | Local Government and Environment Committee | 2/3/16         | <b>Draft 2</b> submission considered and approved on 23/2/16. | <p>The Resource Legislation Amendment Bill was introduced to Parliament on 26/11/15. The overarching purpose of this Bill is to create a resource management system that achieves the sustainable management of natural and physical resources in an efficient and equitable way. Elected Members were advised of this Bill in the 1/12/15 Executive Update.</p> <p>In September 2015, LGNZ established a cross-sector group of experts and practitioners to undertake a first principles review of New Zealand's environmental management framework. Their 'Blue Skies' discussion document on the review of the resource management system was released in December 2015<br/> <a href="http://www.lgnz.co.nz/assets/Uploads/LGNZ-blue-skies-thinkpiece-Dec-2015.pdf">http://www.lgnz.co.nz/assets/Uploads/LGNZ-blue-skies-thinkpiece-Dec-2015.pdf</a> </p>  |

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|       |  |                              |                              |  | <p>LGNZ's final report will be published during 2016. The Local Government and Environment Committee's report is due on 3/6/16.</p> <p>HCC's <b>Draft 1</b> submission was circulated to Elected Members on 29/1/16 for feedback. Feedback was incorporated into <b>Draft 2</b>, which was considered and approved at the 23/2/16 Strategy and Policy Committee meeting. The Committee made a minor addition that was incorporated into the approved final submission uploaded to Parliament's website on 2/3/16. Receipt of HCC's submission was acknowledged on 2/3/16.</p>   |
| 461   | <p>Waikato Regional Council's 2016/17 Proposed Annual Plan Consultation Document</p> <p><a href="http://www.waikatoregion.govt.nz/PageFiles/41315/AnnualPlanConsultation201617.pdf">http://www.waikatoregion.govt.nz/PageFiles/41315/AnnualPlanConsultation201617.pdf</a></p>  | Waikato Regional Council     | 5/4/16                       | <b>Draft 1</b> was considered and approved at the 31/3/16 Council meeting.                                 | HCC's draft submission was considered and approved at the 31/3/16 Council meeting (with a minor change being made to the approved submission). This was sent to WRC on 5/4/16. WRC informally acknowledged receipt of HCC's submission that same day, with the formal acknowledgement letter being received on 12/4/16.   |
| 462   | <p>Next Steps for Freshwater – Consultation Document (February 2016)</p> <p><a href="http://www.mfe.govt.nz/consultation/next-steps-fresh-water">http://www.mfe.govt.nz/consultation/next-steps-fresh-water</a></p>  | Ministry for the Environment | Submissions close on 22/4/16 | To be considered and approved at the 28/4/16 Council meeting.  | <p>A copy of the MFE's discussion document and a summary of key issues were circulated to Elected Members for their consideration on 8/4/16. Elected Members used this material to outline their views to staff at the 19/4/16 Council briefing. This feedback formed the basis of HCC's draft submission (<b>Draft 1</b>), which was circulated to Elected Members on 20/4/16. <b>Draft 1</b> was considered at the 21/4/16 Finance Committee meeting, where a number of revisions were requested.</p> <p>These revisions will be incorporated into <b>Draft 2</b>, which will be considered at the 28/4/16 Council meeting. The MFE has provided HCC an extension to the original 22/4/16 submission closing date through to 29/4/16.</p> |
| 464   | <p>NZTA – Alteration of Designation Resolution Drive Extension and Horsham Downs Link Road (March 2016)</p> <p><a href="https://www.waikatodistrict.govt.nz/your-council/public-consultations/current-consultations/nzta-alteration-of-designation-resolution-drive-extension-and-horsham-downs-link-road">https://www.waikatodistrict.govt.nz/your-council/public-consultations/current-consultations/nzta-alteration-of-designation-resolution-drive-extension-and-horsham-downs-link-road</a></p> | NZ Transport Agency          | Submissions close on 5/5/16. | Not applicable. Submission to be made under the Chief Executive's delegated authority for RMA submissions. | <p>Elected Members were advised of this submission in the 19/4/16 Executive Update.</p> <p>The submission will be made under the Chief Executive's delegated authority for RMA submissions and will support the Notice of Requirement from the NZ Transport Agency to alter the designation for the Hamilton Section of the Waikato Expressway to include link roads to the already designated Resolution Drive Interchange, subject to appropriate conditions applying that will ensure that adverse effects on the environment are managed appropriately.</p>   |

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| 466   | <p><b>Watercare's December 2013 Application for a Water-Take Resource Consent from the Waikato River</b><br/> <a href="https://www.watercare.co.nz/about-watercare/our-services/waikato-river-water/Pages/default.aspx">https://www.watercare.co.nz/about-watercare/our-services/waikato-river-water/Pages/default.aspx</a></p> <p><a href="https://www.watercare.co.nz/SiteCollectionDocuments/AllPDFs/Watercare_Waikato_River_take_resource_consent_application_December_2013.pdf">https://www.watercare.co.nz/SiteCollectionDocuments/AllPDFs/Watercare_Waikato_River_take_resource_consent_application_December_2013.pdf</a></p> | Waikato Regional Council | TBC            | TBC                                  | <p>SLT discussed the Watercare application (amongst other strategic water issues) on 8/9/14. An update on strategic water issues, including the Watercare application, was outlined in the 'Strategic Round Up Report' discussed at the 24/2/15 Strategy and Policy Committee meeting (Item 18 of the agenda).</p> <p>The 24/2/15 Strategy and Policy Committee report noted that:</p> <ul style="list-style-type: none"> <li>• "Watercare has made an application to the Waikato Regional Council to take a further 200,000 m<sup>3</sup> of water per day from the Waikato River to supply Auckland's growing water need.</li> <li>• Future Proof is currently looking at whether HCC, Waipa and Waikato District Councils have enough consented water to support current and projected populations.</li> <li>• The findings of this work will inform our position on the Watercare consent, should the application be publicly notified".</li> </ul> <p>The Waikato Regional Council (WRC) is still to assess the application and has indicated that they are unlikely to do so until 2016. Through Future Proof, WRC has an action to update the Group on the allocation status of the Waikato River and determine a process to enable understanding of water take applications currently in the queue. This action is still uncompleted.</p> <p>Also under Future Proof in May 2015, a combined Chief Executive and Strategic Implementation Management Group meeting was held. At that meeting, a number of recommendations were made. Two of particular relevance are:</p> <ul style="list-style-type: none"> <li>• That there is no technical case for Future Proof to oppose the Watercare application.</li> <li>• That noting HCC's concerns, Future Proof defers making a decision on lodging a submission on the Watercare application, which is likely to be 12-18 months away. This decision will still need to be evidence-based when it is taken and will need to assess the quantum of the take and whether it may adversely impact the prospects of municipal supply authorities within the Waikato Region.</li> </ul> <p>The HCC concerns (formally minuted during the May 2015 meeting) are:<br/> <i>Comments and issues from HCC:</i></p> <p>➤ <i>What happens if we support Watercare and our projections are wrong?</i></p> |

**Item 13**

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|       |                         |              |                |                                      | <ul style="list-style-type: none"> <li>➤ <i>The issue is if growth occurs faster than expected. The information being received now is that this is starting to happen.</i></li> <li>➤ <i>The Watercare application is not a stepped take.</i></li> <li>➤ <i>The cumulative effects are unknown.</i></li> <li>➤ <i>HCC supports prudent monitoring.</i></li> </ul> |

**Attachment 2**